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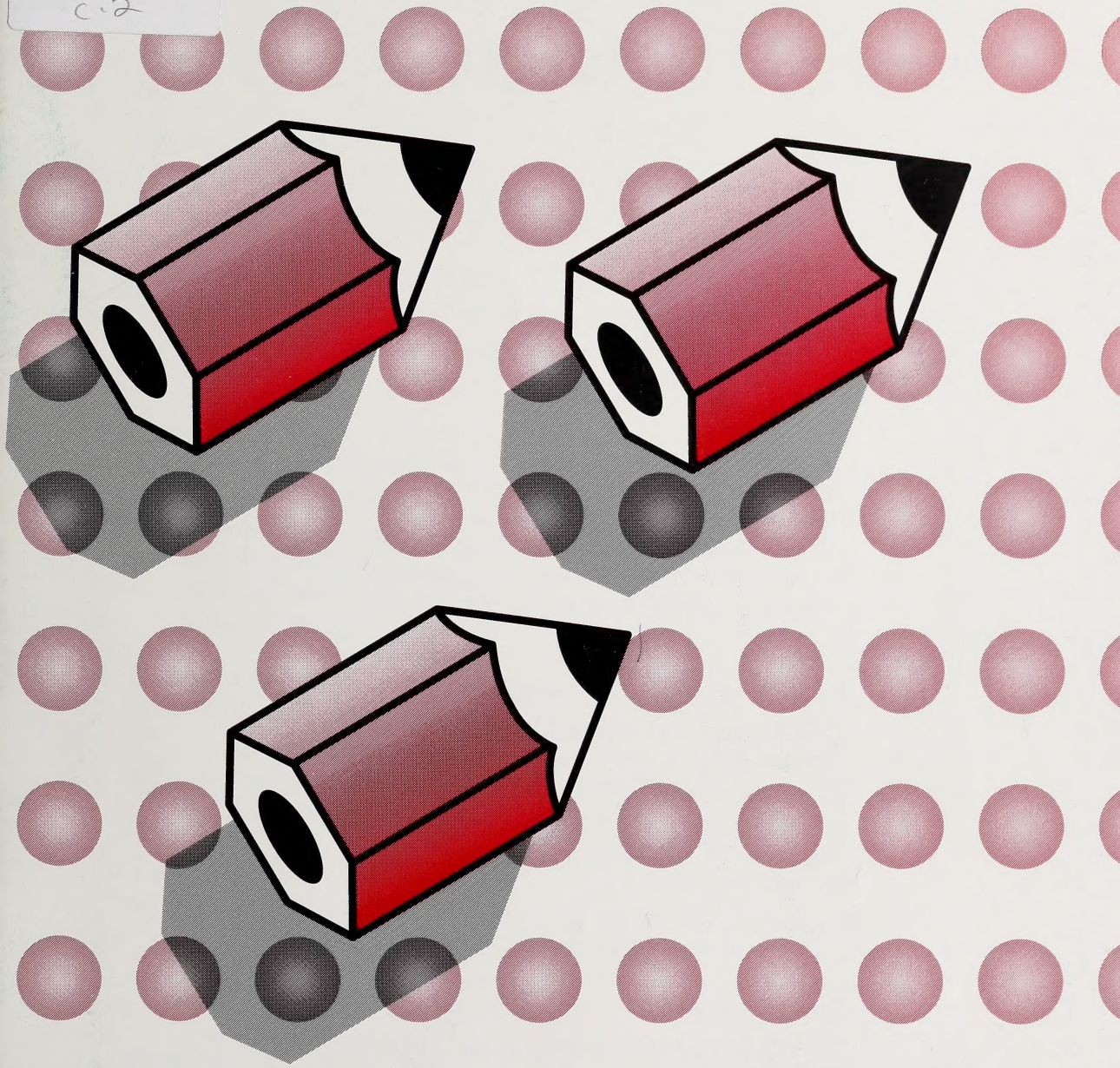

The Career Planner

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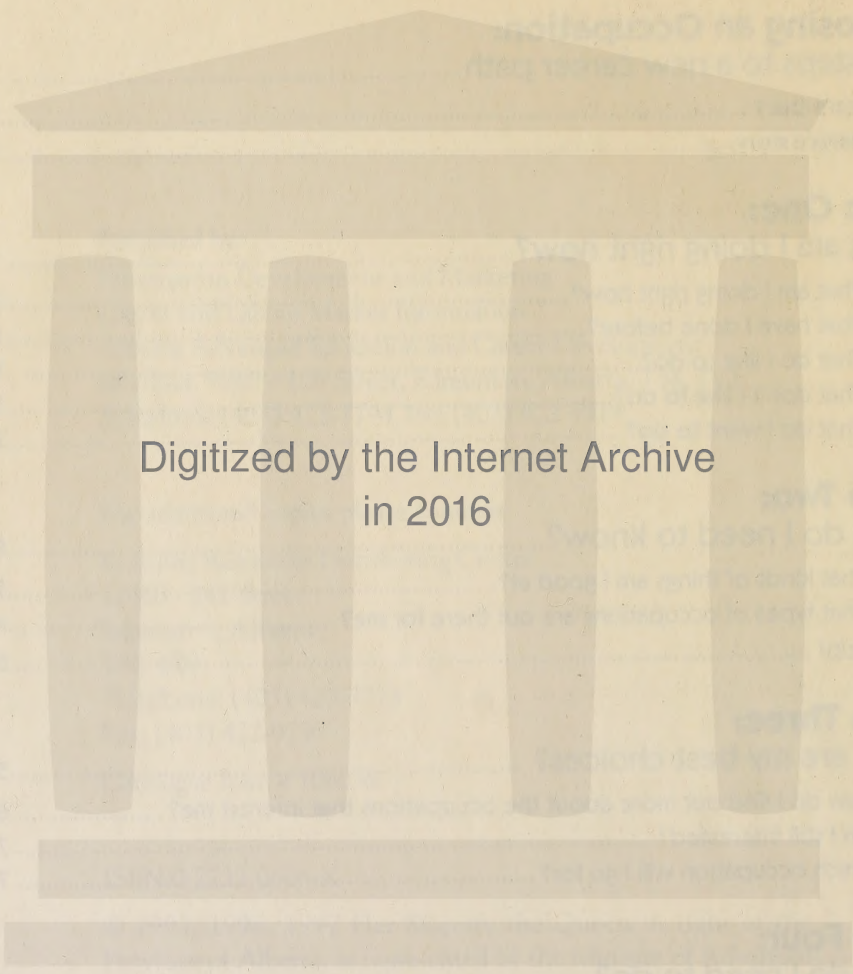

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The Career Planner

To the reader

This book is for you if you think that...

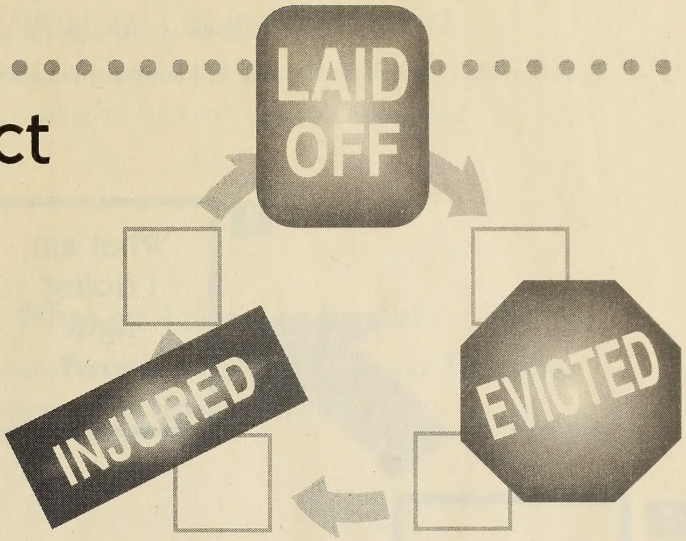
- you have no time for career planning
- career planning is only for young people to do
- only people who go to university have careers
- you have decided on a occupation
- all you need is a job
- you couldn't stand to have one more thing to do right now as you are barely surviving as it is
- there aren't any jobs out there anyway, so why bother to do career planning
- the world is changing so much that there's no point in planning for the future
- you might get hit by a truck tomorrow, so why waste time planning...?

It's especially for you if...

- you are facing changes in your life
- you want to do some life planning
- you want to plan your career path.

Changes:

They're a fact of life!



Life is constantly changing. In fact, the only thing that we can be sure of is change.

Some changes are within our own control and some are not. We cannot always control **if** or **when** a change occurs. But we can control what **we do** when change happens.

Some of us control our changes and some of us are controlled **by** changes.

Our reactions depend on our attitudes toward change. Do we see change as a challenge or a threat? Exciting or scary? Growth or destruction? Beginning or end?

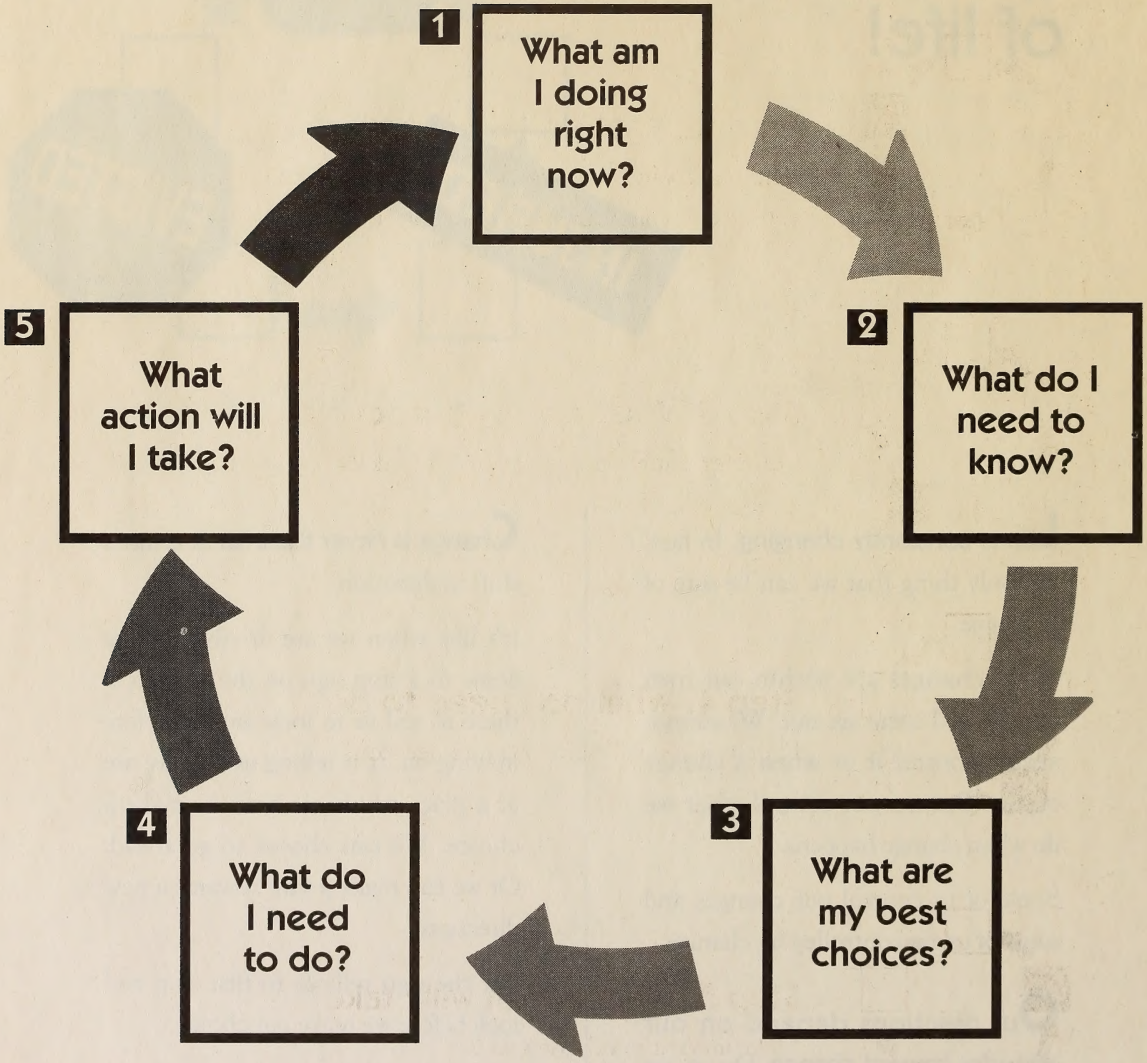
Change is never the end. It is just a shift in direction.

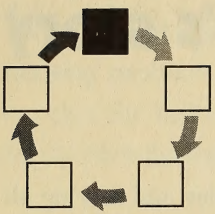
It's like when we are driving and we come to a stop sign on the road. It is there to tell us to look around before moving on. It is telling us that we are at a place where we have to make a choice. We can choose to go ahead. Or we can make a turn towards a new direction.

But the sign tells us to first stop and look before we make our choice.

When we are making an important decision, or choice, we need to take five main steps.

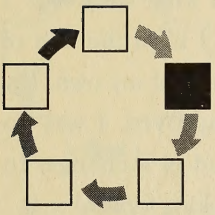
As we go through the steps,
we will answer these questions:





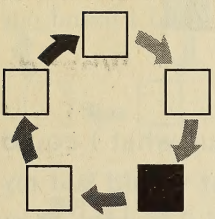
Step 1: What am I doing right now?

When something happens and changes your life in some way, try to stop, step back a bit, and look at your situation.



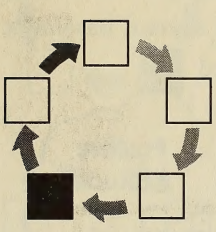
Step 2: What do I need to know?

Find out about the options that are open to you. Think about your needs, your wants, and your abilities.



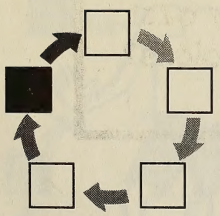
Step 3: What are my best choices?

Go over each possibility and think about it. Choose the option that is best for you.



Step 4: What do I need to do?

Plan how you will carry out your decision.

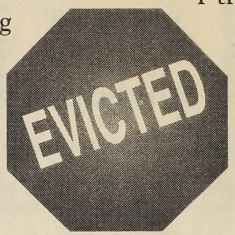


Step 5: What action will I take?

Make up your mind, then do it.

Jill's story

Life was good for me. I had a new job doing what I liked to do. There was plenty of time to enjoy my other interests and hobbies. Everything seemed to be going along smoothly, and I was happy.



When I got home one day, I found an eviction notice under my door. I would have to move out in three months.

The same day I found out that my roommate was going to move to Vancouver.

At first, the situation stopped me in my tracks. I was depressed and confused. I didn't know what I was going to do or where I was going to go. I didn't want to find another roommate. After feeling miserable for a while, I talked over my problem with some trusted friends.

They helped me look at the positives of moving. I had always shared my living space. Now I would have a place of my own. It could be the start of a new adventure.

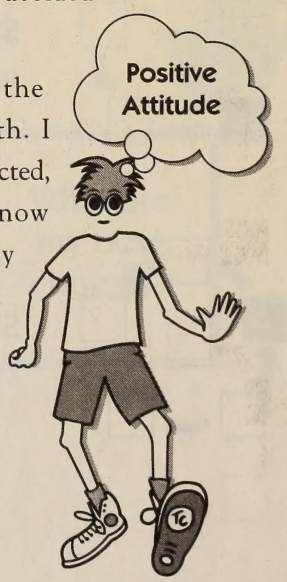
I could play the music I liked. I wouldn't have to share the T.V. channel changer. In my time off work, I could sleep all day and stay up all night if I wanted to.

I thought about what they said. I decided that I liked the idea of having a place of my own. My attitude improved. I was no longer afraid of a change. In fact, I was looking forward to it.

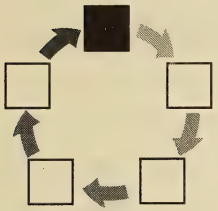
From the newspaper, I found out how much suites cost. And I found out where some were.

I thought about what I could afford and what would suit my needs. I decided that a basement suite would be best for me at this time. I looked at several basement suites and decided on one.

I moved the next month. I am glad I acted, as I am now very happy in my own place.

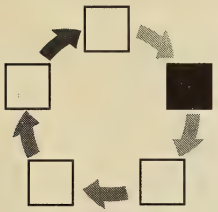


Let's look at how Jill solved her housing problem. When she found out that she had to move, what did Jill do? How did she make her choice? Jill was able to turn her problem into an adventure by asking herself the key questions.



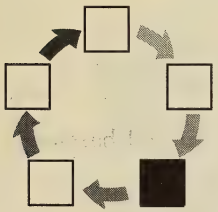
Step 1: What am I doing right now?

In the beginning, Jill was afraid of needing to move. Her fear stopped her. She needed to feel better about moving.



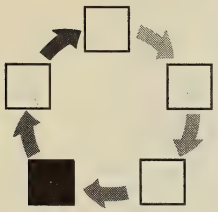
Step 2: What do I need to know?

Then Jill asked some reliable friends for their points of view. She found out that she liked the idea of a place of her own. She also found out how much apartments cost.



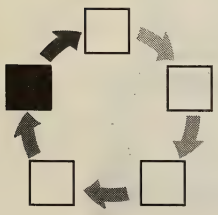
Step 3: What are my best choices?

Jill thought about how much rent she could pay. She thought about her needs. She decided that a basement suite would be best for her. She looked at available suites.



Step 4: What do I need to do?

Jill planned to move the next month.



Step 5: What action will I take?

Then Jill did just that. Now she's enjoying her new place.

Slow down for the bumps!

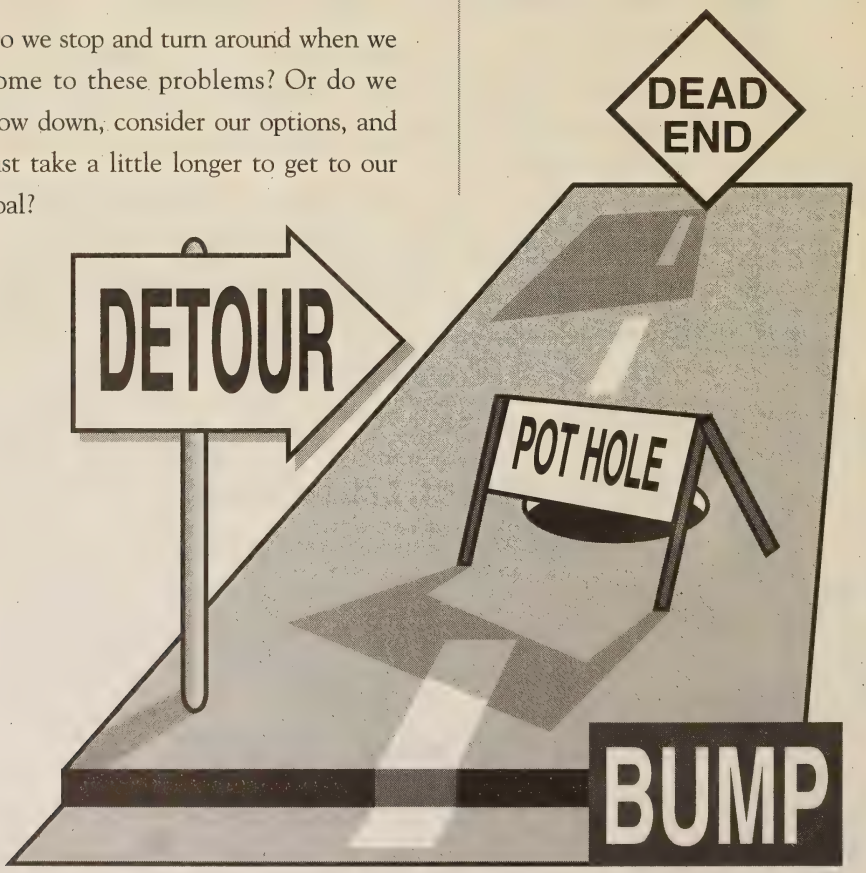
Now we all know that nothing is simple – either on the road or in life.

When we travel down a new road, we never know what might lie ahead. We may see our goal far off in the distance. But before we get there, we may have some problems. What is hiding around the corner? Maybe some bumpy road, a big pothole, a dead end, or a detour.

Do we stop and turn around when we come to these problems? Or do we slow down, consider our options, and just take a little longer to get to our goal?

The same thing happens on the road of life. There are often some rough times and some delays. These could stop us from getting to where we want to go, if we let them.

What do we do when the road gets rough? Do we give up and turn around? Or do we slow down and move more carefully? It depends on how badly we want to get to our goal, doesn't it?



When we have to stop and look at our lives, it is a time of change. Change can come from inside ourselves or from outside.

You change as you grow older. Your needs and your values may change. So your life choices change. Expect change. It is natural.

Changes that come from outside ourselves are sometimes harder. We might not be expecting them, and so we are not ready. When Jill had to move, she was upset and confused at first. When she accepted the change, she was able to adapt to it.

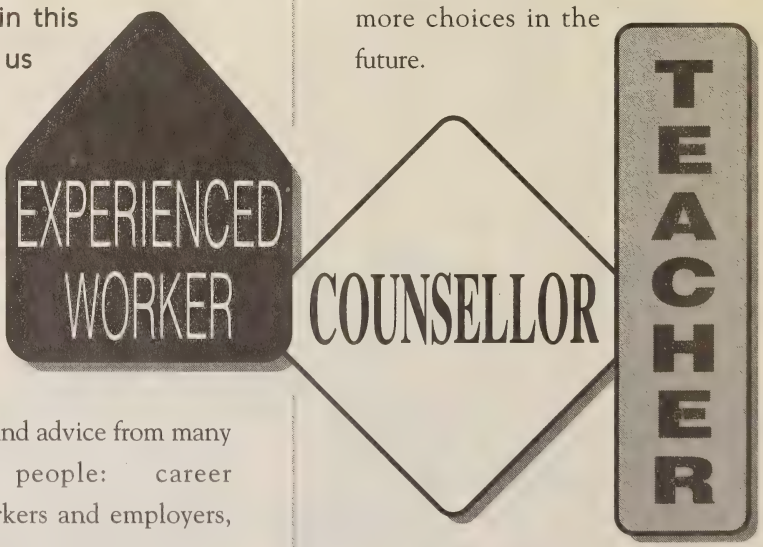
What changes have happened in your life? How did you respond to them? Did you control the changes, or did they control you?

Whether we are forced to make changes or we decide on our own to make changes, they can be scary. While we are going through change, we still have many responsibilities to look after. Even small changes can touch many parts of our lives, and everything can be unsettled for a while.

Career change is one of the more difficult changes in life. But when we are faced with the need to make a change in occupation, it doesn't mean we have reached the end of our road – or our usefulness. What we must do is find new ways to use our abilities.

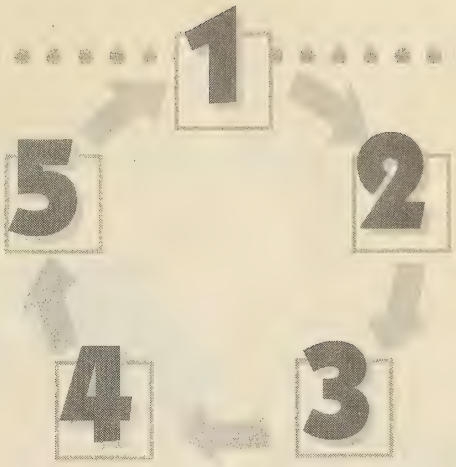
We can use the five-step method in this book to help us make good decisions about the types of work that may be best suited to us. We can ask for information and advice from many experienced people: career counsellors, workers and employers, teachers and others.

This book will help you as you set out to choose the occupation that will be best for you at this time in your life. As you continue to change, and as the world changes, you should expect to make more choices in the future.



Choosing an Occupation:

Five steps to a new career path



All of us have careers. A career is the total of all our work activities – at home, at work, at school and at play.

Career planning could actually be called **life planning**. It begins when we start to make our own decisions when we are young. And it continues throughout our lives. Each time we make a change in our lives, we make a career change. And each time we make a career change, we make a life change.

Some experts say we will each change our occupations about five times in our lives. An **occupation** is a word, or term, that describes the type of work a person does. A **job** is the position a person holds, doing specific duties for a boss. (For example: My occupation is food-and-beverage server. My job is waitressing at the Cattlegrass Corral.)

What kinds of work have you done?

_____

_____

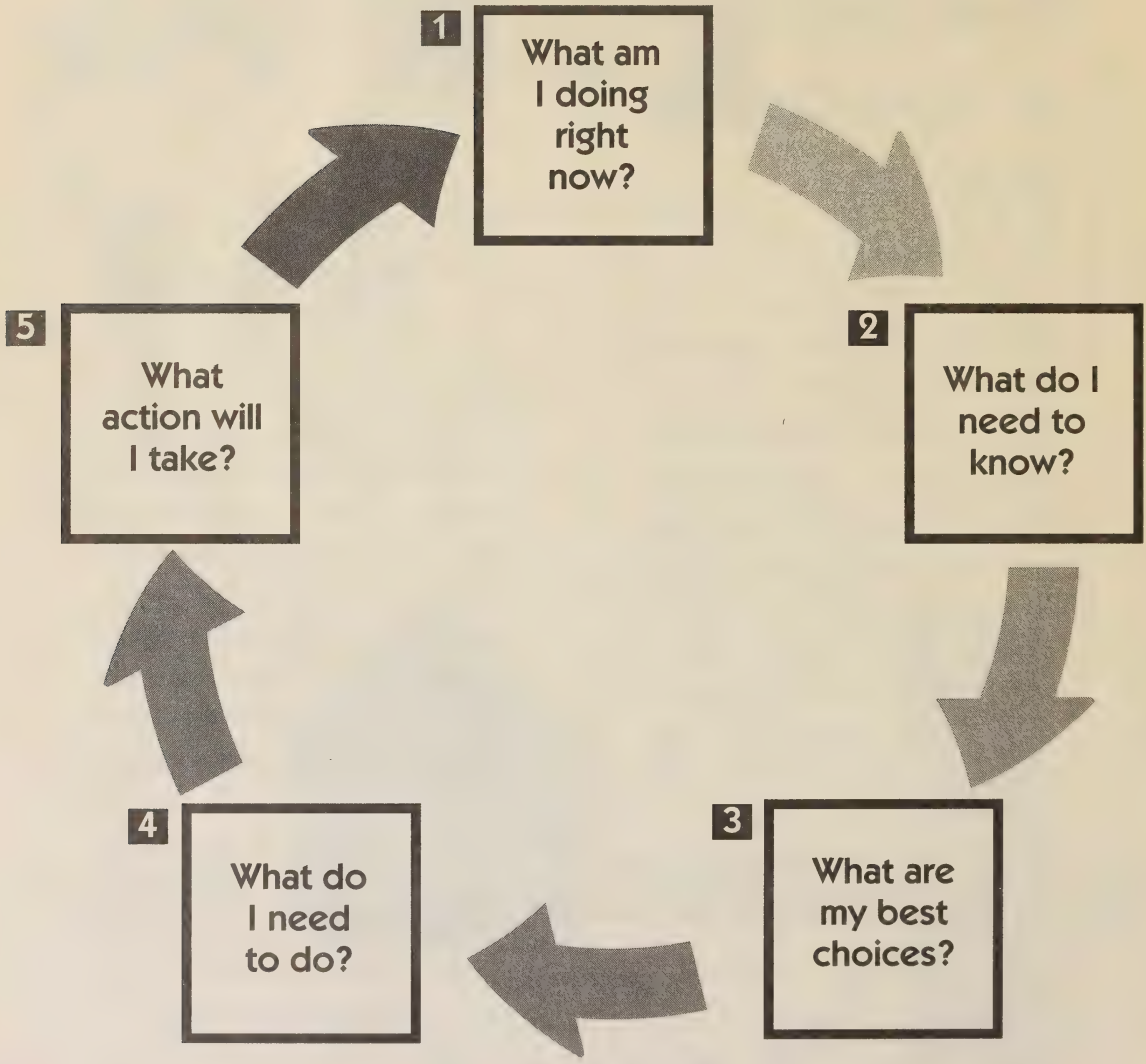
_____

How many times have you changed your occupation already?

_____

In this book we will show you how to use the five-step method of decision-making to choose an occupation.

This is called career planning. As we go through the steps, we will answer these questions.



Step 1: What am I doing right now?

Look carefully at your circumstances now, and where you want to go in life.

Step 2: What do I need to know?

Find out about yourself, your skills and interests, and the world of work.

Step 3: What are my best choices?

Look more closely at the types of occupations that interest you. Think of your needs and desires. Match them up with a career choice.

Step 4: What do I need to do?

Plan how to get into the occupation you have chosen.

Step 5: What action will I take?

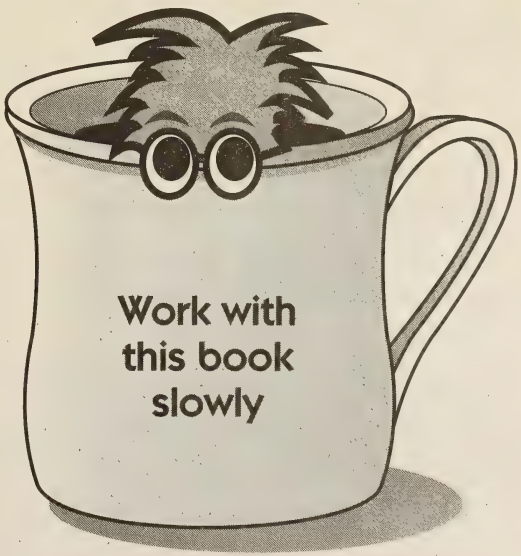
Act. Do it.

Good decisions take

- Lots of work
- Lots of thought
- Lots of breaks

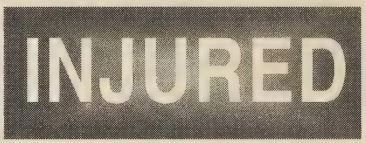
Don't worry. It isn't as hard as it may seem right now.

To see how it works, take a look at Joe's story.



Joe's story

Joe lives in northern Alberta. During the summer he used to work on road construction. But in the winter he always went out to the bush. He felt at home there. When Joe was a boy, his grandfather took him out every winter and taught him about the ways of the bush.



Joe didn't have to work in the winter. He could make enough money every summer. He wasn't rich, but he was happy.

One summer Joe was injured on the job. The doctor said that he could never do road construction work again. So Joe had to find another way to make a living.

Joe stopped and looked at himself. He knew that his real love was the bush. Wouldn't it be great if he could somehow make a living in the bush?

Joe received injury payments from Workers' Compensation. He had to go and talk to the counsellor at the Workers' Compensation office.

The counsellor asked Joe, "Is there anything you really like to do?"

Joe told the counsellor about his love for the bush. The counsellor said that was great. There was a forestry worker program at a nearby college. Joe could probably get into it if the doctor said okay.

Joe was nervous about having to go to school again. He **found out** that the program would take less than nine months to complete.

That was good because Joe didn't want to move to the city. He also didn't want to spend a long time sitting at a desk. Joe needed to be free and be outside.

Joe **decided** that the forestry program and the work would suit him just fine. He **planned** to take the courses in the fall.

Happily, Joe got his doctor's okay. He took the forestry program.

Now Joe is able to make a living and be in the bush at the same time.

Joe used the five steps in career planning to make his decision.

Step 1: What am I doing right now?

After Joe was injured, he **stopped** and **looked** back at his life. He thought about his interests. His real love in life was the bush.

Step 2: What do I need to know?

At Workers' Compensation, Joe **found out** about a program in forestry.

Step 3: What are my best choices?

Joe **thought** about how it would fit in with the things that he wanted. He **decided** to go for it.

Step 4: What do I need to do?

Joe **planned** to get his doctor's okay and to sign up for the program in a nearby town.

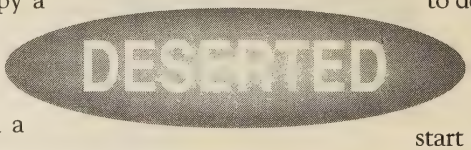
Step 5: What action will I take?

And he did it.

Now look at Maria's story. Can you see how she uses the five career planning steps?

Maria's story

Before Maria came to Canada, she was a dressmaker. She really enjoyed making nice clothes. She liked working with her eyes and her hands. She could copy a dress from a picture in a magazine, or she could work from a pattern. Her customers were very happy with her work.



After they were in Canada a few years, her husband walked out. He left Maria with two children, no money, and no job.

She went on social assistance. Her social worker helped her get into an English course. It was only 20 weeks long. After the course Maria could understand and speak a little English. But her writing was terrible. She still didn't know what to do.

Then Maria stopped and looked at her life. She remembered her work as a dressmaker. She wanted to be a dressmaker again.

Maria went to a career counsellor for information. Bad news! She found out that Canada didn't need many dressmakers. So she would have to change her career a little.

She found out about other sewing jobs. Maria thought about herself in those jobs. She knew she didn't want to work in a factory. She didn't want to do the same thing every day.

So Maria decided to start out doing alterations. She could fix clothes. She could make clothes bigger or smaller, longer or shorter.

Maria dreamed that she'd find a way to have her own business some day. Or do a little dressmaking. Or both ... some day.

Maria found a job in a little shop. The pay wasn't very good. But she liked working with customers. And she learned a little bit about running a business.

One day somebody told her that dance students needed costumes. Maria started making dance costumes at home in the evenings. Now she's doing alterations part-time and doing costumes part-time. She enjoys making costumes. It's a lot like dressmaking.

Maria is pretty sure that her costume business will be full-time next year.

Let's look at Maria's career planning. When she needed to work, after her husband left home, what did Maria do? How did she make her choice? Fill in the steps for Maria.

Step 1: What am I doing right now?

_____

_____

Step 2: What do I need to know?

_____

_____

Step 3: What are my best choices?

_____

_____

Step 4: What do I need to do?

_____

_____

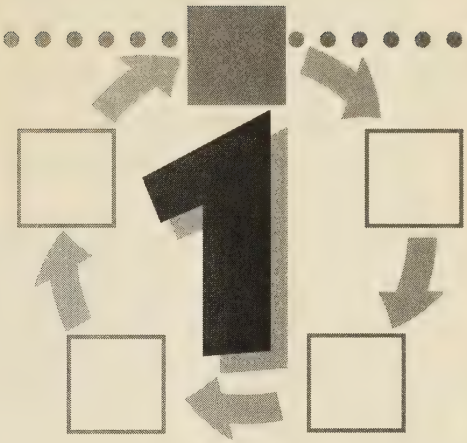
Step 5: What action will I take?

_____

_____

Step One:

What am I doing right now?



- What am I doing right now?
- What have I done before?
- What do I like to do?
- What don't I like to do?
- What do I want to do?

When we reach a "STOP" sign in life, we have to make a choice. Do we:

- stay on the same path as we've been taking so far,
- or maybe try a different path?

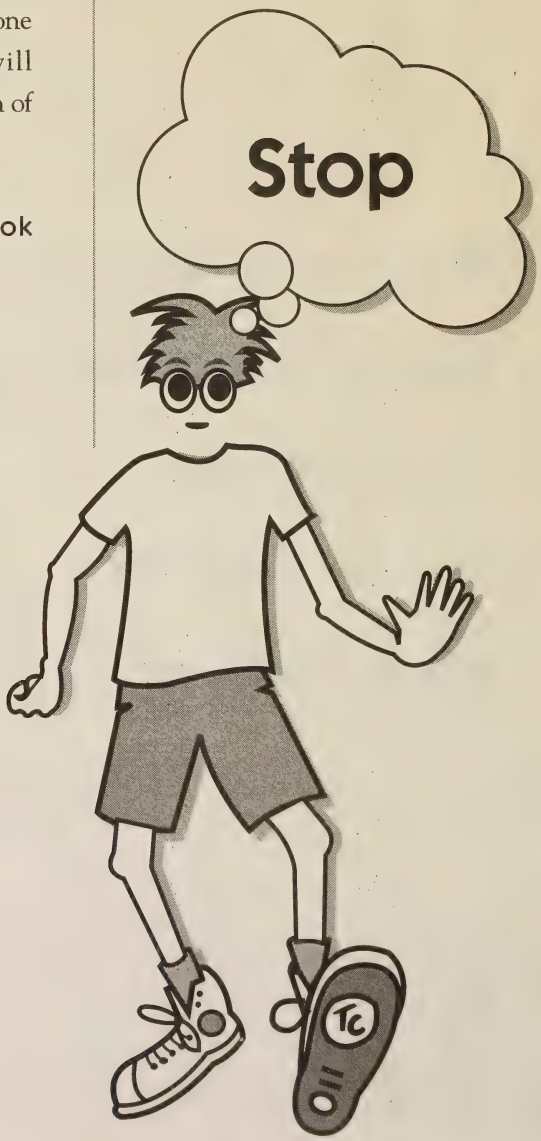
Before moving on, let's take a **look** down those other paths. Let's see if any of them seem better than the one we have been on. Maybe we will choose to make a "turn" in our path of life.

On the road, to really look around means we have to look

- left
- right
- ahead
- behind
- up
- down.

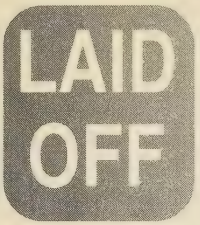
On the "life" road, to really look at ourselves and our situations means we have to look

- at the past
- at the present
- at the future.



Scott's story

The exercises in the following pages will help you look at your life path. But first we'll show you, as an example, Scott's story and his dream.



When Scott came up against another roadblock in his work life, he decided to stop and take a good look at his circumstances. He spent time thinking about his past experiences, his life now, and his dreams about the future.

Scott asked himself: What am I doing now? What have I done before? What do I like to do? What don't I like to do? What do I want to do?

1. What am I doing right now?

I was laid off again today. I'm so discouraged. Even when I have a job, it's the dead-end kind. I don't have any special skills and I didn't finish school.

2. What have I done before?

I got a part-time job washing dishes when I was 15. I liked the money, and I hated school. So I got a full-time job at the car wash and quit school. But I got laid off after 2 months. I found another job. But I didn't like it, so I quit after 3 weeks. Next I was a store clerk for 6 months. All in all, I have had 12 jobs in the last 3 years.

3. What do I like to do?

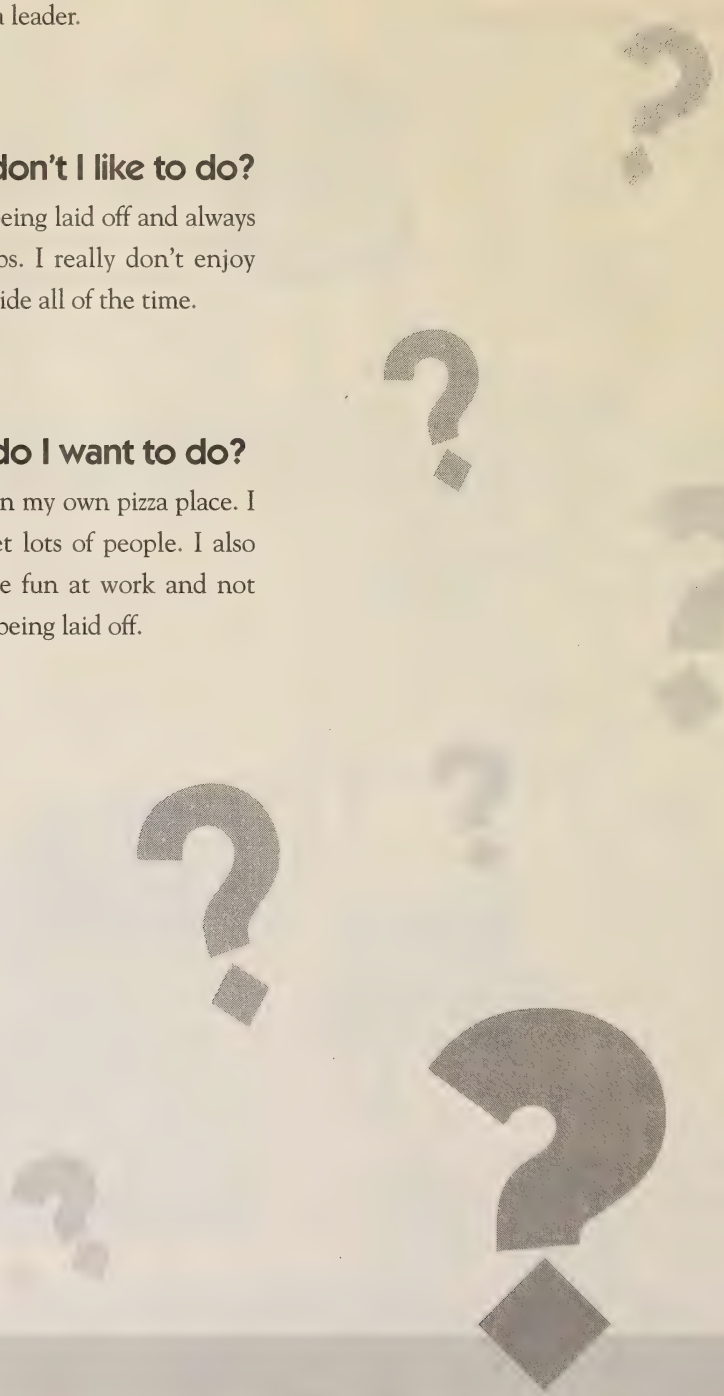
I like meeting people and talking to them. I like making decisions. I also enjoy being a leader.

4. What don't I like to do?

I don't like being laid off and always changing jobs. I really don't enjoy working outside all of the time.

5. What do I want to do?

I want to own my own pizza place. I want to meet lots of people. I also want to have fun at work and not worry about being laid off.



Now it's your turn.

Go through these questions, just like Scott did. Look at the present, look at the past, think about the present and look ahead to the future.

When you've answered the following questions, you will have taken a good look at your life.

_____'s Story

1. What am I doing right now?

What has made you stop and look at your life?

2. What have I done before?

Think over your past. Write a brief story about your life.

3. What do I like to do?

Are you happy with the life path you are on?

Do you think that another way might be better?

4. What don't I like to do?

5. What do I want to do?

Nearly everyone dreams about "the perfect job." Or they have ideas about what they want to do with their lives. Have you ever had dreams about what you want to do? You are not alone. Joe and Maria did.

Dreams help us find out what we want to do. Both Maria and Joe built their careers on their dreams. When they were clear about what they wanted, they made plans to work toward their dream jobs.

Maria always enjoyed working creatively with her hands. Now she has a job, she is able to look after her children and she is almost self-employed.

Joe always wanted to be able to make a living in the bush. Today that's what he is doing.

What are some of your dreams? Have you ever thought you would like to become a singer or a firefighter? What about being a carpenter or secretary or teacher? Maybe you've wanted to run a steam roller, build a skyscraper or make clay pots for a living. What would you like to be doing in the future?

Sit down in your favorite chair. Put your feet up.

Close your eyes and relax.

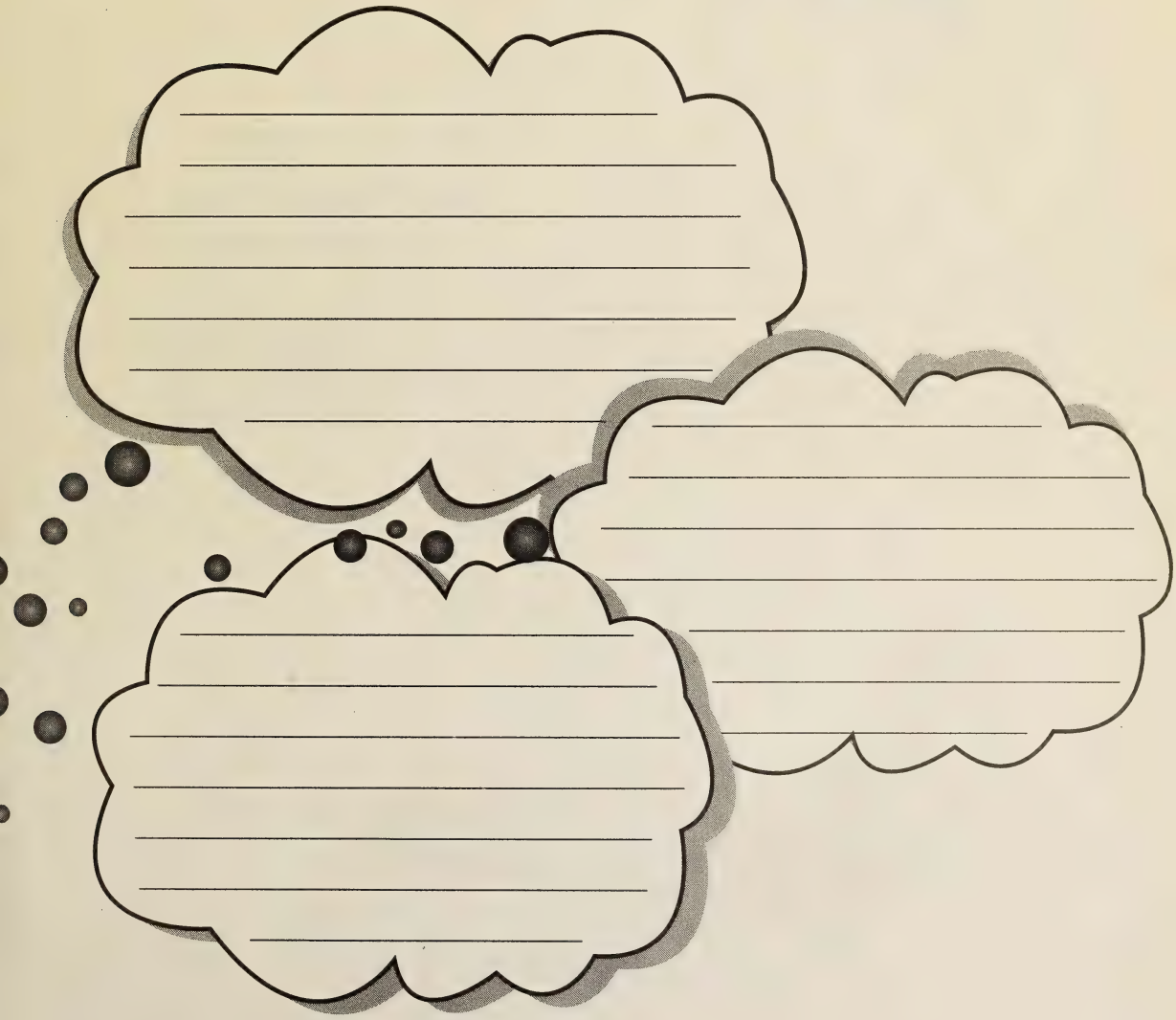
Begin to imagine and dream.

If you could have your dream job, anywhere in the world, what would it be? Don't worry about lack of money or school or anything else. Just let your imagination wander.

In your dream, what do you see around you? What does it feel like? Are you working with people or things? Are you working with many people or just a few, or are you alone? Are you the boss? Are you making a lot of money? Do you enjoy your work so much that the money doesn't matter?

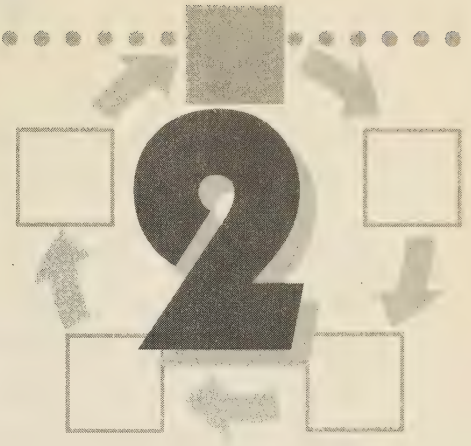
When you finish your dream time, write your dreams in the clouds.

Go ahead now. Take as much time as you need. Dreams will not change your life. But, turning your dreams into goals and working towards them will. Remember, your dreams are very important.



Step Two:

What do I need to know?



- What kinds of things am I good at?
- What types of occupations are out there for me?

What kinds of things am I good at?

In Step One: What am I doing right now?, you discovered why you are doing career planning. You also uncovered some of your dreams. Now you will move another step closer to choosing the occupation that's right for you.

In this second step in career planning, you will find out about yourself and your abilities. And then you will find out about the world of work.

Finding out about yourself

As we saw with Joe and Maria, there are different ways to reach a new career choice.

Joe's occupation grew out of his interest in the bush. Maria's occupation grew out of the sewing skills that she used before she was married.

You can make a career choice based on any of your interests, skills, values or traits. Where do we get these interests, skills, values and traits? Well, we get some in school. But many, many more just develop as we live day-to-day.

When we choose a career path, it's important to take a full and clear "picture" of ourselves. You may think that you can take some kind of test that will give you all the answers about the occupation you belong in. NOT true!

You are the expert

You know best about yourself. Only you know what you really believe in, what you can do, what you enjoy doing. You understand yourself. You also know about your work likes and dislikes.

The problem is that most of this information is jumbled around in your head. Don't worry. This is true of most people. When you are planning your career path, you have a challenge:

- to get the information about yourself down on paper, and
- to organize the information in a useful way.

We will help you do this as you read on and work through the next exercises.

You can organize information about yourself into four groups.

Skills are things that you have learned to do.

Examples:

- driving
- typing
- cooking

Interests are things that you like.

Examples:

- sports
- music
- talking to people

Values are things that are important to you.

Examples:

- being happy
- helping others
- being independent

Traits are things that you are.

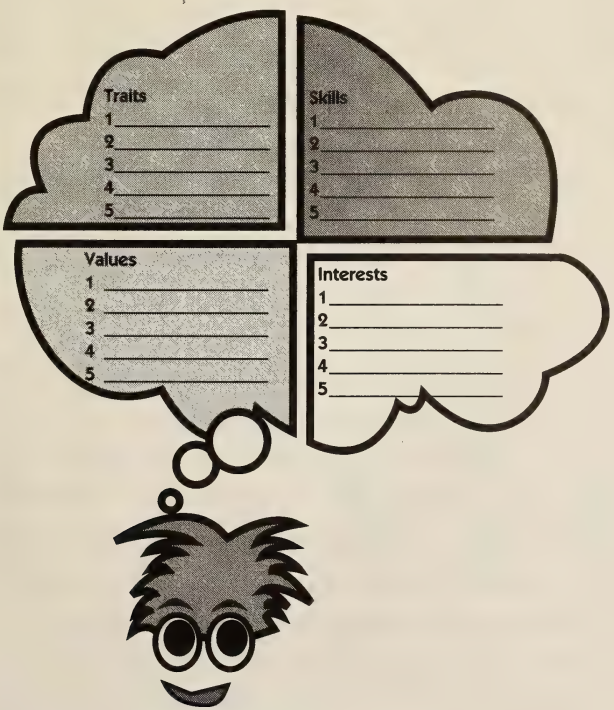
Examples:

- energetic
- shy
- easy-going

The following activities will help you discover your own skills, interests, values and traits.

Remember, these are not tests. There is no right or wrong answer. Nobody will mark your answers.

You are the expert!



What are my skills?

Skills are things you have **learned to do**.

Examples:

- driving
- cooking
- filing
- typing
- listening
- woodworking

What are some of your skills? The following list of sentences can help you find out. Remember, there is no right or wrong answer. You know best about yourself. **You are the expert.**

Read each sentence. Does it describe you? Check the square that is the right answer for you.

Go ahead and find out now.

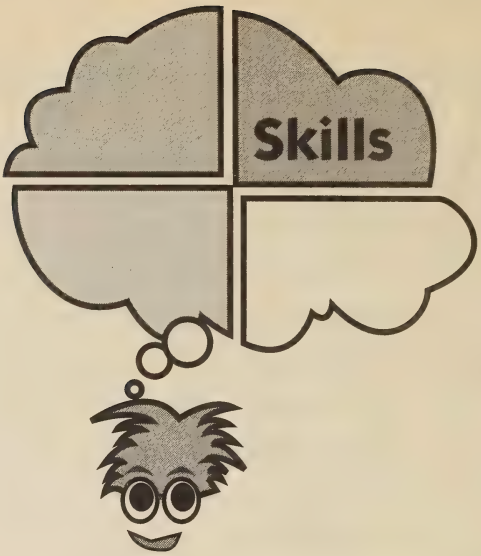
My skills

		Yes	Sometimes	No
1.	I can speak two languages	❒	❒	❒
2.	I can cook	❒	❒	❒
3.	I can sew	❒	❒	❒
4.	I can add numbers	❒	❒	❒
5.	I can follow plans or patterns	❒	❒	❒
6.	I can follow directions when someone tells me what to do	❒	❒	❒
7.	I can use a tape measure	❒	❒	❒
8.	I can give clear directions to someone	❒	❒	❒
9.	I can get other people to do what I want them to do	❒	❒	❒
10.	I can make good decisions	❒	❒	❒
11.	I can start something on my own before the boss tells me what to do	❒	❒	❒
12.	I can be a group leader	❒	❒	❒
13.	I can make a budget	❒	❒	❒
14.	I can remember details	❒	❒	❒
15.	I can help people with their problems	❒	❒	❒
16.	I can work as part of a team	❒	❒	❒

	Yes	Sometimes	No
17. I can stay calm in an emergency	❐	❐	❐
18. I can do the same thing again and again and I don't get bored	❐	❐	❐
19. I can lift heavy objects	❐	❐	❐
20. I can sell things	❐	❐	❐
21. I can organize people	❐	❐	❐
22. I can plan a party	❐	❐	❐
23. I can entertain people	❐	❐	❐
24. I can clean	❐	❐	❐
25. I can grow plants	❐	❐	❐
26. I can do tax forms	❐	❐	❐
27. I can build a fence	❐	❐	❐
28. I can build furniture	❐	❐	❐
29. I can style hair	❐	❐	❐
30. I can fix car engines	❐	❐	❐
31. I can fix small appliances	❐	❐	❐
32. I can care for small children	❐	❐	❐
33. I can type	❐	❐	❐
34. I can help people who are upset	❐	❐	❐
35. I can use a computer	❐	❐	❐
36. I can speak to a group of people	❐	❐	❐
37. I can paint a picture	❐	❐	❐
38. I can play a sport	❐	❐	❐
39. I can tell a story	❐	❐	❐
40. I can make a room look nice	❐	❐	❐

Other things I can do

41.	❐	❐	❐
42.	❐	❐	❐
43.	❐	❐	❐
44.	❐	❐	❐
45.	❐	❐	❐



Now go back over the whole list.
Pick out five things that you do best.

My main skills are:

Write your skills on this page.

1. _____

2. _____

3. _____

4. _____

5. _____

What are my interests?

Interests are what you like. This one is easy. You know what music you like to listen to, what food you like to eat, and what games you like to play. You may also know your work likes.

Examples:

- sports
- music
- talking to people
- gardening
- fishing
- golfing

Read each sentence. Does it describe you? Check the square that is the right answer for you.

My interests

		Yes	Sometimes	No
1.	I like to be active	☐	☐	☐
2.	I like to listen to music	☐	☐	☐
3.	I like to drive	☐	☐	☐
4.	I like to fix things	☐	☐	☐
5.	I like to draw pictures	☐	☐	☐
6.	I like to work with plants	☐	☐	☐
7.	I like to work with animals	☐	☐	☐
8.	I like to do things with my hands	☐	☐	☐
9.	I like to shop	☐	☐	☐
10.	I like to clean house	☐	☐	☐
11.	I like to go to the theatre	☐	☐	☐
12.	I like to play sports	☐	☐	☐
13.	I like to garden	☐	☐	☐
14.	I like to walk	☐	☐	☐
15.	I like to watch nature programs on TV	☐	☐	☐
16.	I like to coach sports	☐	☐	☐
17.	I like to talk on the telephone	☐	☐	☐
18.	I like to learn about the environment	☐	☐	☐

	Yes	Sometimes	No
19. I like to handle money	❒	❒	❒
20. I like to use small hand tools	❒	❒	❒
21. I like to operate machines and equipment	❒	❒	❒
22. I like to cook	❒	❒	❒
23. I like to sew	❒	❒	❒
24. I like to style hair	❒	❒	❒
25. I like to type	❒	❒	❒
26. I like to arrange flowers	❒	❒	❒
27. I like to paint houses	❒	❒	❒
28. I like photography	❒	❒	❒
29. I like to make things from different materials (For example: crafts, sculpting, woodworking)	❒	❒	❒
30. I like to act, sing or dance	❒	❒	❒
31. I like to play a musical instrument	❒	❒	❒
32. I like to make people laugh	❒	❒	❒
33. I like to teach adults	❒	❒	❒
34. I like to teach children	❒	❒	❒
35. I like to help people with their problems	❒	❒	❒
36. I like to serve people	❒	❒	❒
37. I like to sell things	❒	❒	❒
38. I like to be the boss	❒	❒	❒
39. I like bookkeeping	❒	❒	❒
40. I like to add numbers	❒	❒	❒
Other things that I like:			
41.	❒	❒	❒
42.	❒	❒	❒
43.	❒	❒	❒
44.	❒	❒	❒
45.	❒	❒	❒

Now go back over the whole list.
Pick out five things that you like best.

My main interests are:

Write your interests on this page.

1. _____
_____
_____
_____

2. _____
_____
_____

3. _____
_____
_____

4. _____
_____
_____

5. _____
_____
_____
_____

What are my values?

Things that are important to me are called values.

Examples:

- being happy
- helping others
- being independent
- being healthy
- having friends
- making money

Maria valued talking with her customers. She did not want to be hidden away in a factory. In a clothing alteration job Maria could meet her customers.

What are some of your personal values? What is important to you? The following list will help you find out your values.

Remember, these are your values. Not your parents', not your partner's, not your teacher's or your friend's.

You are the expert.

My values

		Yes	Sometimes	No
1.	It's important to have good health	❒	❒	❒
2.	It's important to learn new things	❒	❒	❒
3.	It's important to grow personally	❒	❒	❒
4.	It's important to have time and energy for my "off-the-job" life	❒	❒	❒
5.	It's important to meet new people	❒	❒	❒
6.	It's important to have a lot of friends	❒	❒	❒
7.	It's important to have a steady job	❒	❒	❒
8.	It's important to have a boss who is fair	❒	❒	❒
9.	It's important to have a boss who is easy to get along with	❒	❒	❒
10.	It's important to work in a comfortable place	❒	❒	❒
11.	It's important to work in a safe place	❒	❒	❒

		Yes	Sometimes	No
12.	It's important to work with people I like	❒	❒	❒
13.	It's important to know exactly what to do	❒	❒	❒
14.	It's important to make the world a better place	❒	❒	❒
15.	It's important to do something that I feel is important	❒	❒	❒
16.	It's important to make a lot of money	❒	❒	❒
17.	It's important to see the results of my work	❒	❒	❒
18.	It's important to have an important job title	❒	❒	❒
19.	It's important to have good family relationships	❒	❒	❒
20.	It's important to be responsible for other workers	❒	❒	❒
21.	It's important to protect the environment	❒	❒	❒
22.	It's important to grow spiritually	❒	❒	❒
23.	It's important to do physical work	❒	❒	❒
24.	It's important to have a chance for advancement (higher job or more pay)	❒	❒	❒
25.	It's important to make the world more beautiful	❒	❒	❒
26.	It's important to finish a difficult task	❒	❒	❒
27.	It's important to do a job well	❒	❒	❒
28.	It's important to make decisions together with other people	❒	❒	❒
29.	It's important to be my own boss	❒	❒	❒
30.	It's important to be creative: to come up with new things or new ideas	❒	❒	❒
31.	It's important to set my own hours of work	❒	❒	❒
32.	It's important to use my head	❒	❒	❒
33.	It's important to show my best abilities	❒	❒	❒

	Yes	Sometimes	No
34. It's important to have a few close friends	❒	❒	❒
35. It's important to work on just one thing at a time	❒	❒	❒
36. It's important to work on a lot of different things at the same time	❒	❒	❒
37. It's important to have an interesting job	❒	❒	❒
38. It's important to have a challenging job	❒	❒	❒
39. It's important to have an exciting job	❒	❒	❒
40. It's important to have an easy job	❒	❒	❒

Other things that are important to me:

41.	❒	❒	❒
42.	❒	❒	❒
43.	❒	❒	❒
44.	❒	❒	❒
45.	❒	❒	❒

Now go back over the whole list. Pick out the five values that are the most important to you.

My main values are:

Write your values on this page.

1. _____

2. _____

3. _____

4. _____

5. _____

What are my traits?

Your traits are who you are and how you act.

Some examples:

- energetic
- easy-going
- risk-taking
- shy
- organized
- self-confident

Remember Joe and Maria? Let's look at their stories again. We can see some of Joe's and Maria's traits.

Maria was creative. She liked to be creative when she was sewing. She didn't want to work in a factory because she wanted to work directly with her customers.

Joe was independent. He felt free and good when he was in the bush.

Maria and Joe took care to match their traits and their jobs.

What are some of your traits? The following list of questions can help you find out. Read each sentence. Does it describe who you are or how you act? Check the square that is the right answer for you.

Remember, there is no right or wrong answer. You know best about yourself. **You are the expert.**

My traits

		Yes	Sometimes	No
1.	I am organized	❐	❐	❐
2.	I finish tasks that I start	❐	❐	❐
3.	I do many different things	❐	❐	❐
4.	I do the same thing most of the time	❐	❐	❐
5.	I need to see a finished job at the end of the day	❐	❐	❐
6.	When I'm working on something, I am careful	❐	❐	❐
7.	I put lots of energy into work	❐	❐	❐
8.	I work at a slow pace	❐	❐	❐

		Yes	Sometimes	No
9.	I am creative	❒	❒	❒
10.	I am outgoing	❒	❒	❒
11.	I am different from most other people	❒	❒	❒
12.	I want to fit in with other people	❒	❒	❒
13.	I need a lot of time by myself	❒	❒	❒
14.	I think a problem through before I make a decision	❒	❒	❒
15.	I go by my feelings when I make a decision	❒	❒	❒
16.	When I make a decision, I stick to it	❒	❒	❒
17.	I don't mind taking risks	❒	❒	❒
18.	I am ambitious	❒	❒	❒
19.	I am a leader	❒	❒	❒
20.	I do things the way they have always been done	❒	❒	❒
21.	I find new ways to do things	❒	❒	❒
22.	I like working by myself	❒	❒	❒
23.	I like working with other people	❒	❒	❒
24.	I live to work. Work is the centre of my life	❒	❒	❒
25.	I work to live. Work is not the centre of my life	❒	❒	❒

Other things that describe who I am and how I act:

26.		❒	❒	❒
27.		❒	❒	❒
28.		❒	❒	❒
29.		❒	❒	❒
30.		❒	❒	❒

Now go back over the whole list. Pick out the five traits that best describe you.

My main traits are:

Write your traits on this page.

1. _____

2. _____

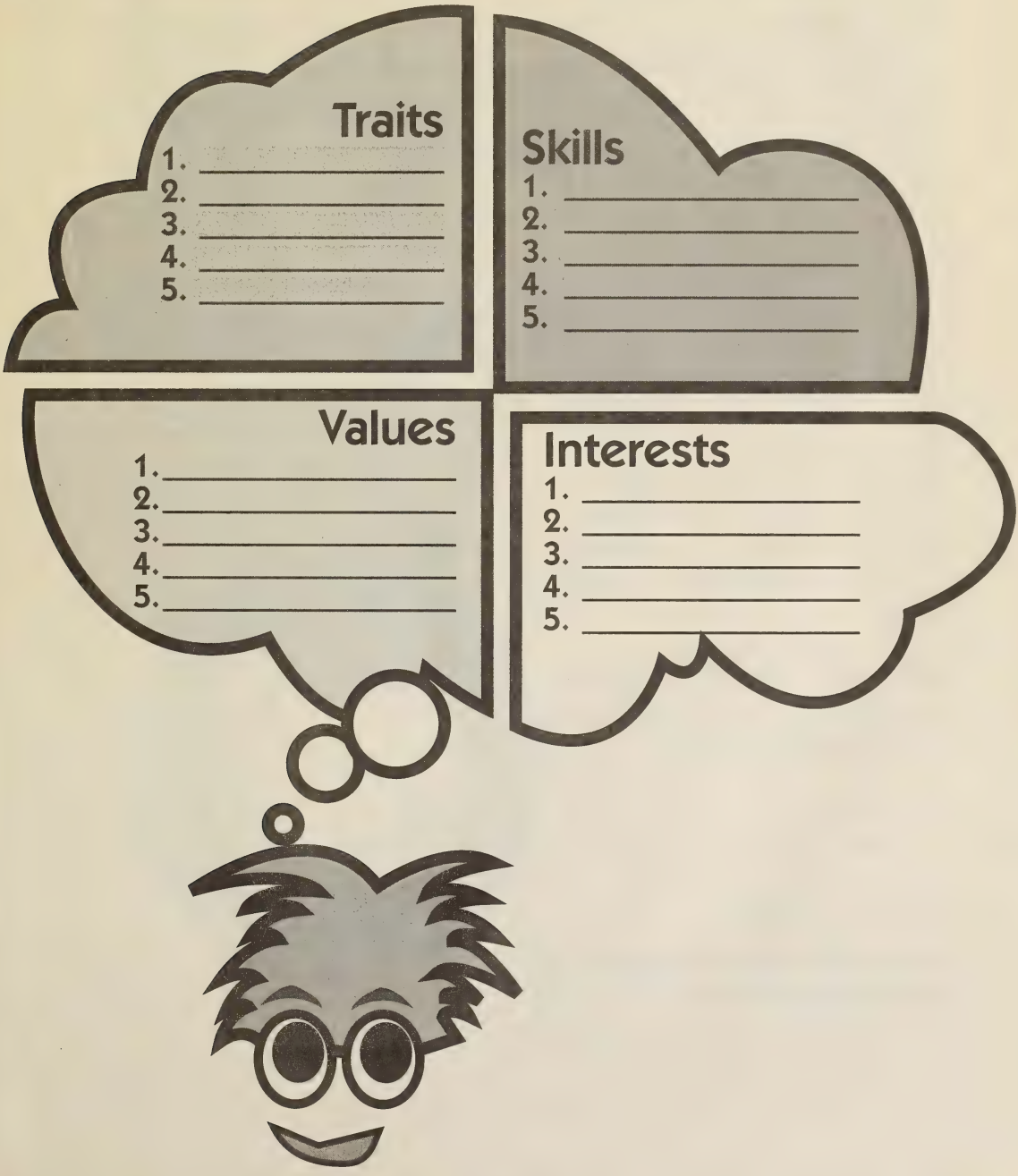
3. _____

4. _____

5. _____

List the five main skills, interests, values and traits that you chose for yourself.

You now have a "picture" of yourself.

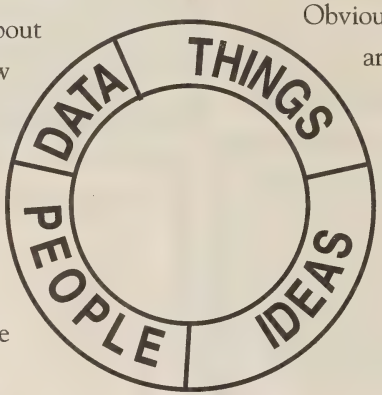


What types of occupations are out there for me?

You have learned many things about yourself. Now you need to learn about the world of work. What kinds of occupations are out there? Let's find out!

Do you know that there are more than 7,000 different kinds of occupations in Canada? Relax. You don't have to find out about all 7,000. Only the few that might suit you.

Many of these 7,000 occupations can be sorted into groups to make our work easier. So we'll start by looking at the groups.



An easy way to organize occupations is to see if their workers mostly deal with

- people
- things
- ideas, or
- data or information.

This way we can classify occupations into four groups.

While this way is simple, the four groups are probably too big to help us in making a career choice.

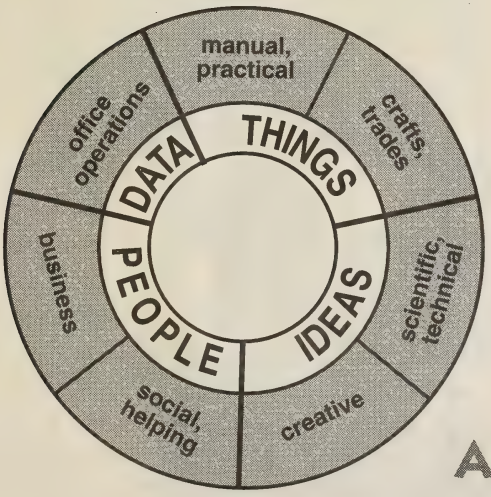
For example, both of these people work with things:

- a person who arranges flowers
- a person who drives a truck.

Obviously, these two occupations are quite different from each other. They would appeal to two different types of people. So we need a more detailed way to group 7,000 occupations.

When we include skills and interests in our grouping, we come up with seven main groups.

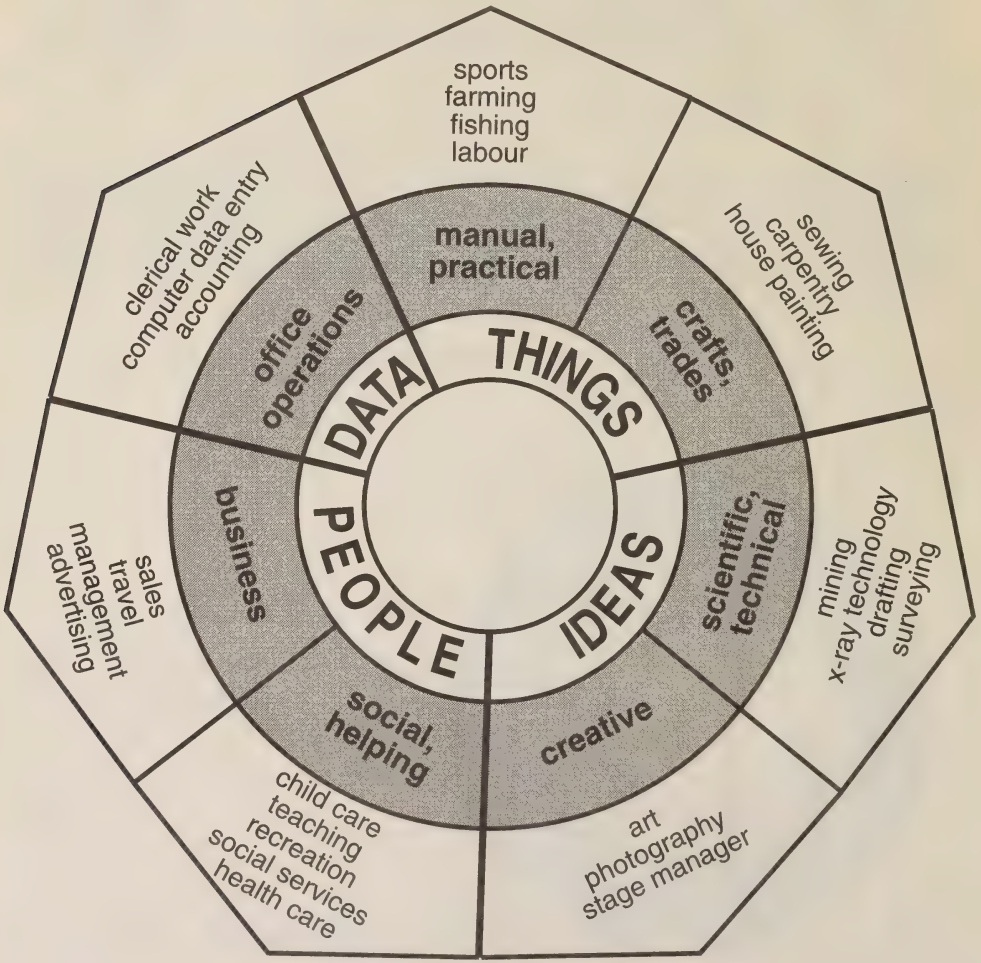
Occupational group	Work involves	deal with
1 manual, practical	doing physical work	things
2 crafts, trades	working with your hands working with machines	
3 scientific, technical	working with ideas	ideas
4 creative	expressing ourselves in work	
5 social, helping	helping others	people
6 business	managing others	
7 office operations	working with data working with details	data



As you look at each of these seven groups, you will probably see some that appeal to you more than others.

When we show some sample occupations within each group, we have a picture of the World of Work.

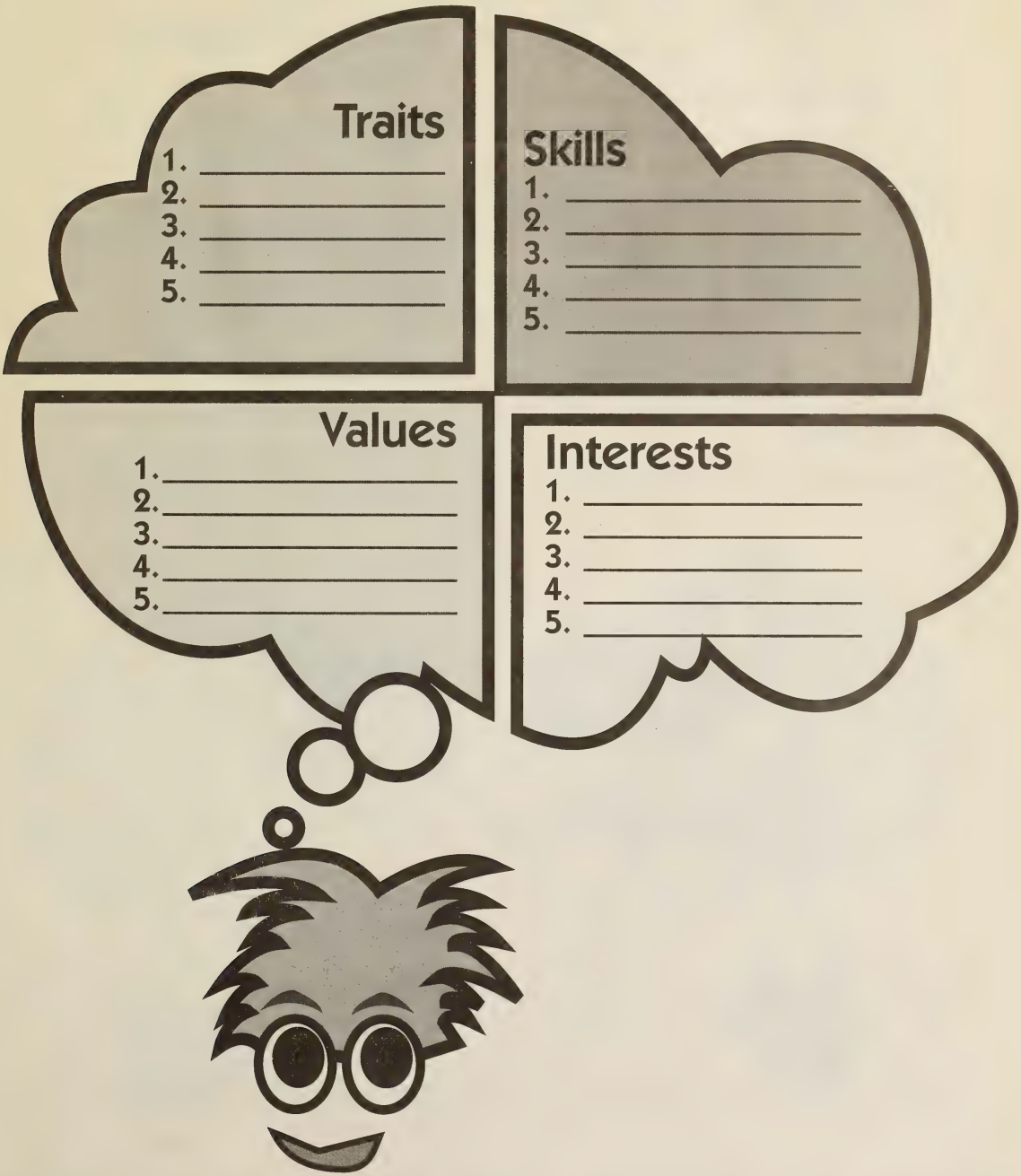
Now we will find out about the people who work in each of the seven occupational groups. There are many different occupations in each group, but the people who work in them share similar skills, interests, values and traits.



Look at your "picture" on page 43.

Then look carefully at the occupational groups described in the next seven pages. Compare your picture with the picture for each of the seven groups.

Which occupational group, or groups, do you fit into?



Manual or practical workers

We do jobs that

- deal mostly with things
- are physically active.

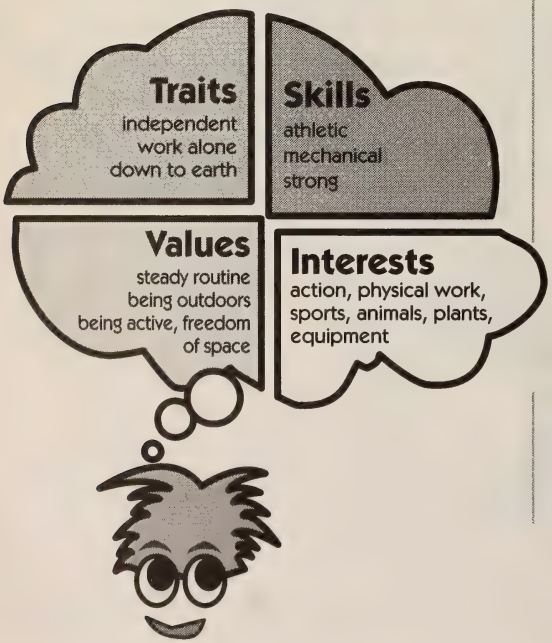
Here are ***some*** of our work settings and our occupations:

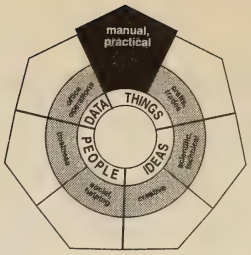
Construction industry

labourer, trades helper ...

Agriculture and forest industries

farmer, farm or ranch worker, logger...





Sports and recreation industries

grounds keeper, athletic equipment custodian, ice maker ...

Hospitality industry

dishwasher, housekeeper ...

Service industry

mail carrier, bus, truck or taxi driver, firefighter, dry cleaner, janitor, animal attendant ...

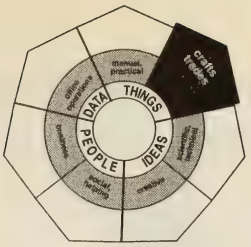
Do you fit into the **manual or practical group**?

- ❒ yes, for sure
- ❒ probably yes
- ❒ not sure
- ❒ probably not
- ❒ definitely not

Would you like to be a **manual or practical worker?**

- ❒ yes, for sure
- ❒ probably yes
- ❒ not sure
- ❒ probably not
- ❒ definitely not

Crafts and trades workers



We do jobs that

- deal mostly with things
- depend on using our hands or operating machines.

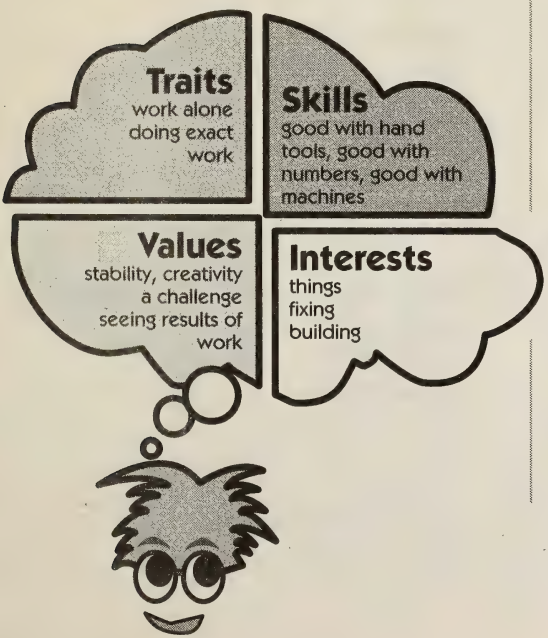
Here are ***some*** of our work settings and our occupations:

Construction industry

any worker in the trades: painter, bricklayer, plumber, tilesetter, cabinetmaker

Manufacturing industry

anyone "on the line" in a factory, shipping and receiving clerk, welder ...



Agriculture and forest industry

nursery worker, taxidermist, landscape gardener ...

Service industry

locksmith, parts person, automotive service technician, hairstylist, cook, tailor, military service, repair person: small motors, refrigerators, photo-copiers ...

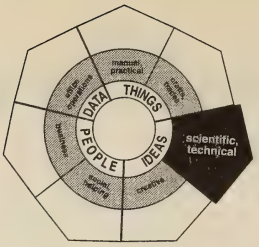
Do you fit into the **crafts and trades group**?

- ❒ yes, for sure
- ❒ probably yes
- ❒ not sure
- ❒ probably not
- ❒ definitely not

Would you like to be a **crafts and trades worker?**

- ❒ yes, for sure
- ❒ probably yes
- ❒ not sure
- ❒ probably not
- ❒ definitely not

Scientific and technical workers



We do jobs that

- deal mostly with ideas and imagination
- make ideas useful.

Here are ***some*** of our work settings and our occupations:

Universities and research facilities

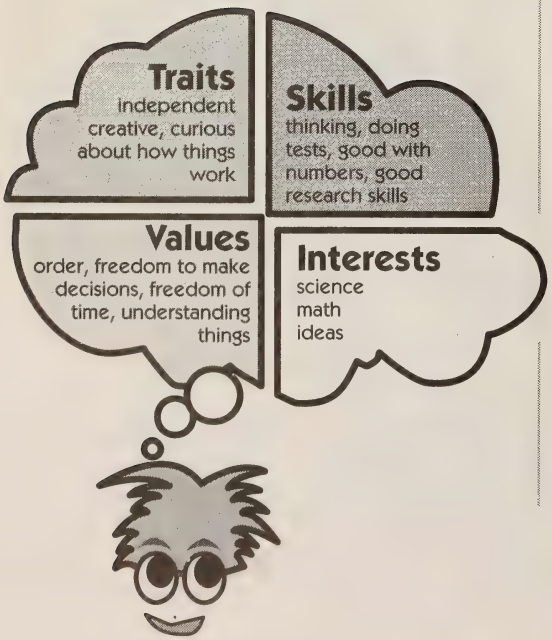
research lab worker, scientist, technician in biology, geology, forestry, or astronomy ...

Medical centres

medical doctor, dentist, veterinarian, therapist, animal health technologist, medical lab technician ...

Engineering companies

- any type of engineer, technician, technologist
- surveyor, draftsperson
- computer programmer, systems analyst, software engineer



Do you fit into the **scientific and technical group**?

- ❒ yes, for sure
- ❒ probably yes
- ❒ not sure
- ❒ probably not
- ❒ definitely not

Would you like to be a **scientific and technical worker?**

- ❒ yes, for sure
- ❒ probably yes
- ❒ not sure
- ❒ probably not
- ❒ definitely not

Creative workers

We do jobs that

- deal mostly with imagination
- use ideas and imagination in new ways.

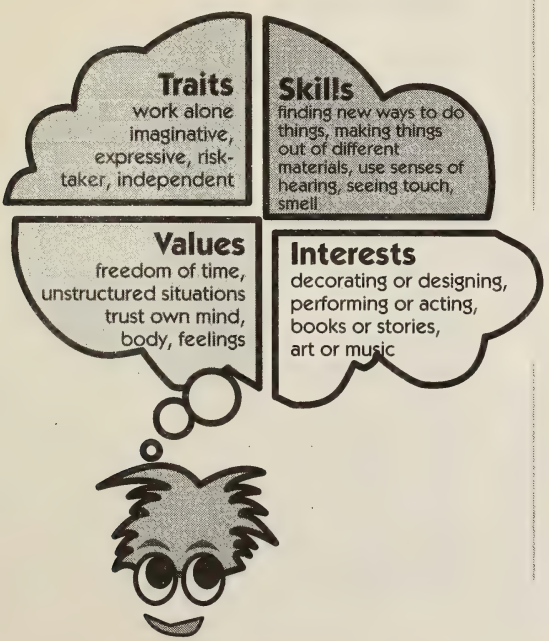
Here are ***some*** of our work settings and our occupations:

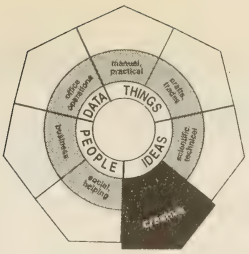
Entertainment industry

performing artists: dancer, musician, actor; their assistants: costume designer, make-up artist, set decorator, songwriter; film editor; disk jockey; cartoonist

Galleries and museums

curator, painter, sculptor...





Advertising and graphic arts industries

illustrator, graphic designer, sign painter, display designer ...

Service industry

floral arranger, interior designer ...

Publishing industry

reporter, creative or technical writer, translator, editor ...

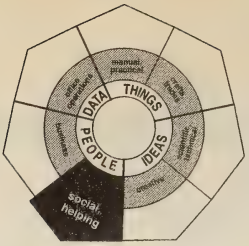
Do you fit into the **creative group**?

- ❒ yes, for sure
- ❒ probably yes
- ❒ not sure
- ❒ probably not
- ❒ definitely not

Would you like to be a **creative worker?**

- ❒ yes, for sure
- ❒ probably yes
- ❒ not sure
- ❒ probably not
- ❒ definitely not

Social or helping workers



We do jobs that

- deal mostly with people
- help people.

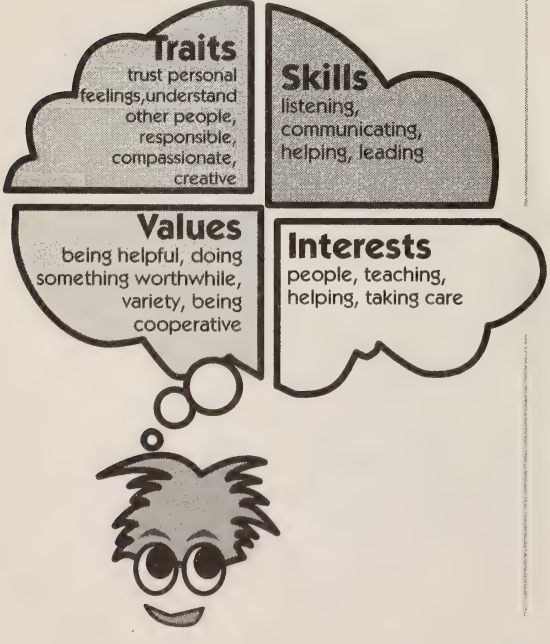
Here are ***some*** of our work settings and our occupations:

Education industry

teacher, teacher's aide, career counsellor, life skills coach ...

Social service industry

social worker, probation officer, counsellor, child welfare worker, community worker ...



Recreation industry

recreation leader, fitness instructor, coach ...

Health care industry

nurse, nursing assistant, therapist, addictions counsellor, paramedic, orderly, dental assistant ...

Service industry

police officer, flight attendant, day care worker, hunting or fishing guide

Do you fit into the **social or helping group**?

- ❒ yes, for sure
- ❒ probably yes
- ❒ not sure
- ❒ probably not
- ❒ definitely not

Would you like to be a **social or helping worker?**

- ❒ yes, for sure
- ❒ probably yes
- ❒ not sure
- ❒ probably not
- ❒ definitely not

Business workers

We do jobs that

- deal mostly with people
- involve managing or organizing people.

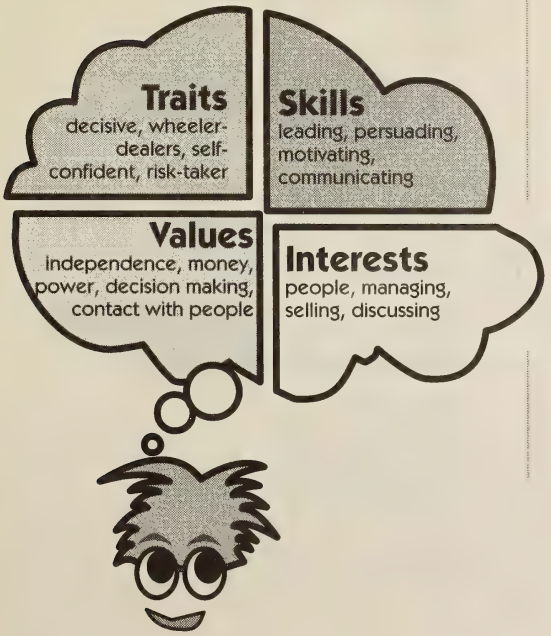
Here are ***some*** of our work settings and our occupations:

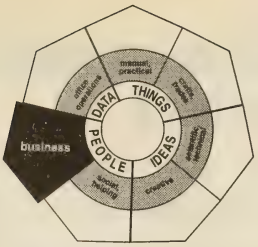
Wholesale and retail companies

salesperson, buyer/dealer, public relations person, supervisor, manager, owner/operator ...

Promotion industry

advertising salesperson, product demonstrator, fundraiser...





Service industry

restaurant manager, real estate agent, travel agent, financial planner, insurance salesman

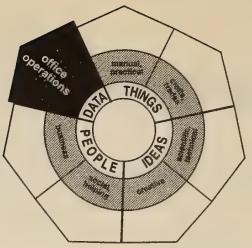
Do you fit into the **business group**?

- ❒ yes, for sure
- ❒ probably yes
- ❒ not sure
- ❒ probably not
- ❒ definitely not

Would you like to be a **business worker?**

- ❒ yes, for sure
- ❒ probably yes
- ❒ not sure
- ❒ probably not
- ❒ definitely not

Office operations workers



We do jobs that

- deal mostly with detailed information and ways to organize it
- use office machines.

Here are ***some*** of our work settings and our occupations:

Business offices

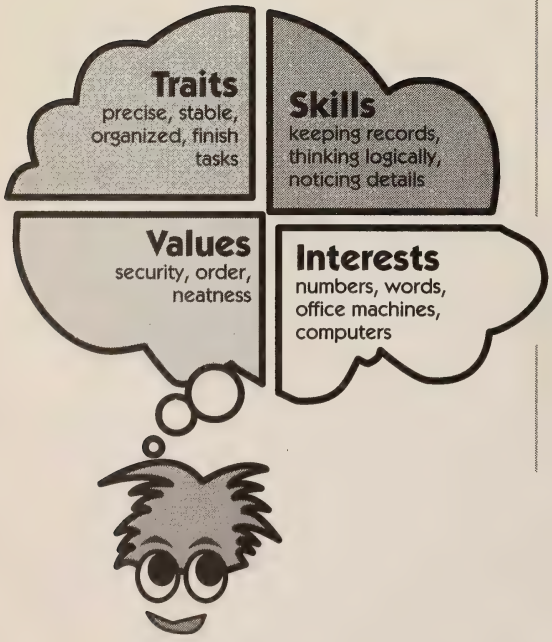
file clerk, accounting clerk, computer operator, dispatcher ...

Government offices

records clerk, administrative support, court reporter, desktop publishing specialist ...

Financial industry

bank teller, accountant, insurance claims adjuster, tax return preparer



Do you fit into the **office operations group**?

- ❒ yes, for sure
- ❒ probably yes
- ❒ not sure
- ❒ probably not
- ❒ definitely not

Would you like to be an **office operations worker?**

- ❒ yes, for sure
- ❒ probably yes
- ❒ not sure
- ❒ probably not
- ❒ definitely not

My occupational group or groups

Now you have carefully studied the descriptions of each of the seven occupational groups. And you have compared your "picture" with the one from each group.

Which group, or groups, of occupations would you fit into the best?

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

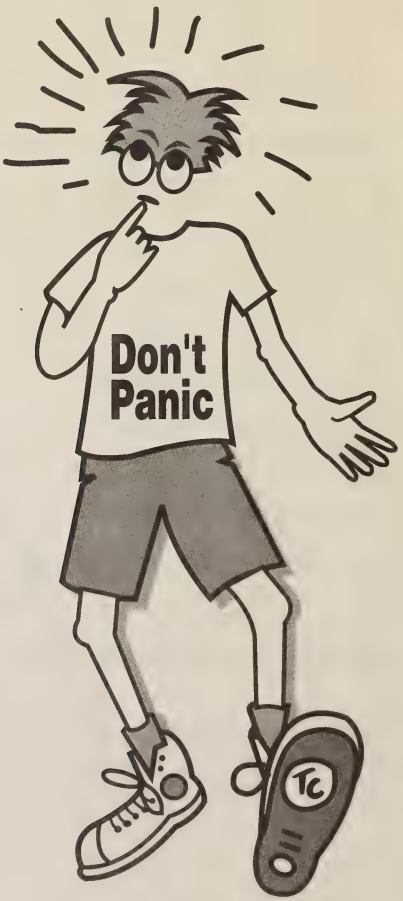
_____

5. _____

_____

Don't panic if...

- *Your own picture doesn't match up exactly with an occupational group.* Just pick the group, or groups, that seem to match most closely.
- *You match with more than one group.* That just means you have more occupations to choose from. Or you could find an occupation in one group, and a hobby or volunteer work in another. Many types of occupations, by the way, fit into more than one occupational group.
- *You don't want to work in this group.* Nobody is saying that you HAVE TO work in this group. Your values, needs and feelings have priority. The choice is yours.
- *You don't understand this stuff at all.* Go back to the career counsellor who gave you this book and ask for help.



Help!

It is important here to **stop** and **look** at what you have done up to now.

If you need help and live in Alberta, call your local Career Development Centre, Canada-Alberta Service Centre, or the Career Information Hotline. Make an appointment with the career counsellor who gave you this book. Discuss your progress. Look at the occupational group that you have chosen.

If you have any problems or questions, now is the time to get the answers.

After you talk with your career counsellor, you will be ready to continue on with the next three steps in career planning.

Career Information Hotline

1-800-661-3753
(free from anywhere in Alberta)

422-4266
(in Edmonton)

Hearing Impaired

422-5283
(in Edmonton)

1-800-232-7215
(outside Edmonton)

Step Three:

What are my best choices?

- How do I find out more about the occupations that interest me?
- Am I still interested?
- Which occupation will I go for?

Joe and Maria reached points in their lives when they wanted and needed to change. At first, we know that they did two things.

They **stopped** and **looked** at their lives.

Then they found out about some career options for themselves.

After this, they had to **think** and **decide**. They had to think about possible occupations. And they had to decide which of these occupations suited them the best.

The same thing is true for you. You have already done **Step One: What am I doing right now**, where you learned to **stop** and **look**, and **Step Two: What do I need to know?**, where you found out about some career options for yourself.

Now you are ready to **think** and **decide**. What are your best career choices? The next exercises will help you make some decisions.

To make a good decision, you need lots of information. The more information you have, the better your decision will be. Your decision will also be easier to make.

The process of getting more information is called research. Research is really just a matter of asking questions and getting answers.

Why is it so important to ask questions and do research? Think, for example, about what hospital nurses do.

Most people think nurses look after people. And it's true, they do. But did you know that they often look after people by operating machines? Surprised? They may have to operate computers, heart machines and lung machines. These are just three. There are many more. Nurses may, in fact, need to spend much of their time with these machines.

As you can see, a particular occupation may be quite different from what we think. A person in that occupation may **actually** do something other than what we think they do. That's one reason why we need to learn all we can about an occupation before we decide on it.

In **Step Three: What are my best choices?**, we will take a look at the many choices in your occupational group. After you do some research and think about your choices, you will be able to decide on a career path that is best for you.

How do I find out more about the occupations that interest me?

Who do you ask for information?

You have to ask the right people or the answers you get might not be very useful. For example, if you wanted to know how to play the game of baseball, who would you ask? Would you ask the bus driver? Or would you ask the coach of the local ball team?

This example might seem kind of silly. But we often end up asking the wrong people. It's important to ask the right people. That way we'll get the right information. So the best people to ask are:

- workers in the occupation
- career counsellors.

Where can you get information about occupations?

1. **Career Development Centres and Canada-Alberta Service Centres**
   There is a network of these career centres throughout the province. Phone the Career Information Hotline to find out where they are.

2. **Schools and colleges**

3. **Agencies**
   Many agencies work with specific groups of people, such as
   - youth
   - Native people
   - women
   - immigrants
   - people with disabilities
   - people over 45
   - people on social assistance
   - people on employment insurance.

4. **Career materials**
   These include booklets, pamphlets and videos. You can find career materials at libraries, career centres, agencies, schools and colleges

5. Professional associations and unions

6. Workers in the occupation

- Maybe you already know somebody in the occupation you want to learn about. Perhaps you can interview that person.
- Ask your friends, family or neighbours if they know anyone else. You may be able to talk to those people.
- Find a place that employs people in the occupation.

7. The Career Information Hotline.

It is a **free** telephone service. You can call the Hotline from anywhere in Alberta, and the people there will answer your questions.

- They will help you find career information.
- They will help you find a career counsellor.
- They may send you information.
- They may give you other numbers to call.

Career Information Hotline

1-800-661-3753
(free from anywhere in Alberta)

422-4266
(in Edmonton)

Hearing Impaired

422-5283
(in Edmonton)

1-800-232-7215
(outside Edmonton)

How do you get information from workers?

- Always phone first.
- Make it clear that you are not asking for a job — you just want information.
- Ask for a short appointment — about 15 minutes.
- Keep alert, and look around for possibilities.
- Ask about related occupations.

Related occupations

Some occupations are a lot like others. Besides nursing, for example, there are many other occupations where people help care for patients.

These related occupations have their own education and training requirements. The workers do different tasks. When you are looking at one occupation, you may find that a related occupation suits you better.

What information do you ask for?

As you carry on with your career research, you need to look for answers to four important questions. Those answers will help you make your career choice.

Remember, you will be gathering career information in a variety of ways: by talking to career counsellors, to workers, to people in schools, colleges or agencies that may be able to help, and by studying career materials.

Question number one: What are my career choices?

In Step Two, you saw some examples of occupations in each of seven broad groups. But there are many, many more types of occupations within each group. A career counsellor will have information about other possibilities.

So, go ahead and ask a counsellor. He or she can help you find information about occupational choices in your group.

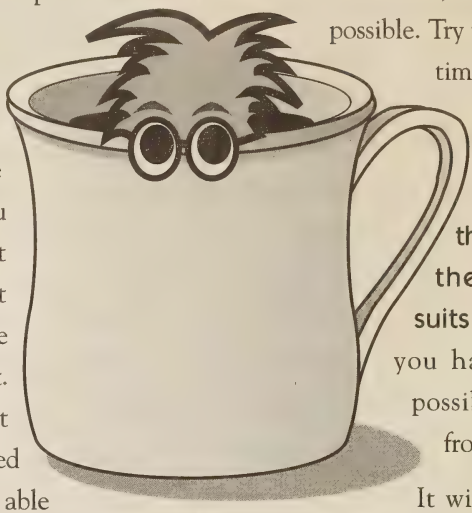
As you go through these career possibilities, write down the ones that really interest you.

What occupations am I interested in?

The list that you just made is only a list of possibilities. Before you can choose an occupation from your list, you have to get complete information about it.

Maybe you already know quite a bit about some of these occupations. Maybe you only know a little about some others. You can't choose one just because you already know about it. You have to find out about the others. You need enough information to be able to compare them, think about them, and make a good career decision.

Look back at your list of occupations on page 65.



You are now going to research some of them so that you can make a decision. It doesn't matter how many you research, but do as many as possible. Try for 10. Do one at a time.

The purpose here is to find the best one, not the first one that suits you. Remember, you have hundreds of possibilities to choose from.

It will take a few days to do this research properly. Give yourself time to think about what you are learning.

Now pick one occupation from your list on page 65.

What occupation is it? _____

Why are you interested in this occupation? _____

_____

_____

Now move on to question number two.

Question number two: What does a worker in this job really do?

Here are some good questions for the worker you interview in the occupation you are researching:

1) What are the main tasks that the worker has to do?

2) What other tasks does the worker do?

3) What does the worker like about this occupation?

4) What does the worker not like about this occupation?

Now you know what work is really involved in this occupation. Are you still interested?

Yes ❒ No ❒

If you answer "no":

Go back to the list on page 65. Draw a line through this occupation. Don't feel bad — it's also important to know what you don't want to do. Pick another occupation from your list and repeat question number two.

If you answer "yes":

Write the name of that occupation in the short list below.

Continue doing question number two for other occupations until you have put five choices on the short list.

Short List

Occupations that I am interested in

1 _____

2 _____

3 _____

4 _____

5 _____

You are still not quite ready to decide which one of these five is best for you. It is necessary to do some detailed research.

Remember you can look for answers from any of the following:

- career materials
- career counsellor
- Career Information Hotline
- professional association
- worker
- manager
- trade union
- school, college, agencies

You will be doing this research on all five occupations. So it doesn't matter which one you start with. Pick one of the five and go on to question number three.

Question number three: What else should I know about this occupation?

What is this occupation all about?

This is a big question. We made up the following questions to make it easier for you. When you've answered them, you'll have a better understanding of what the occupation you are researching is all about.

You should also make up your own questions to get other information that you need.

Take as much time as you need. Detailed research is hard work, so don't forget to take a break now and then.

I am doing research on this occupation: _____

1. Are there any jobs in this occupation right now?
   _____
2. Are these jobs near where I live?
   _____
3. Will there be jobs in this occupation in the future?
   _____
4. Is the work usually full-time? Part-time?
   _____
5. Is the work usually all year around? Seasonal?
   _____
6. Are the hours of work usually regular?
   _____
7. Is there shift work?
   _____
8. What is the workplace like?
   EXAMPLES: lots of people, outdoors in summer, noisy office
   _____

9. Does this work ask for physical strength? Physical fitness?
   EXAMPLE: Do you have to lift heavy things?
   _____

10. Does the work ask for social skills?
    EXAMPLE: Do you have to talk to customers?
    _____

11. Do you need special training to do this job? _____

    If so, what kind of training? _____

    What are the entrance requirements? _____

    _____

    Where can you get the training? _____

    _____

    What will it cost?
    EXAMPLES: tuition, books, fees _____

    How long will it take? _____

12. Does this work ask for any licence or certificate? _____

    If so, what? _____

13. What are the legal requirements?
    EXAMPLES: Do you have to be bondable? A certain age?
    _____

14. Do you need your own tools? _____

    If so, how much do they cost? _____

15. Do you need special clothing? _____

    If so, who pays for it? _____

16. Do you need your own vehicle?
    EXAMPLES: car, truck, bicycle _____

17. Is there usually room for advancement? Can you probably move to a higher job after you have some experience?
    _____

18. What is the usual starting rate of pay? _____

19. What is the top rate of pay? _____

20. What are the usual benefits?
EXAMPLES: travel, health care plan, free uniforms, parking
_____

21. What can you learn on the job?
_____

(Add your own questions and get the answers to them)

22. _____

_____

_____

23. _____

_____

_____

24. _____

_____

_____

Needs

People all have needs.

For some people, **doing something worthwhile** is more important than making lots of money.

For other people, **personal enjoyment** is their strongest need.

Needs often change as people grow older. When your family is young and dependent on you for food, clothing and shelter, you might need a job that pays well. After your kids have left home, your needs might shift toward personal enjoyment or opportunities to do something different.

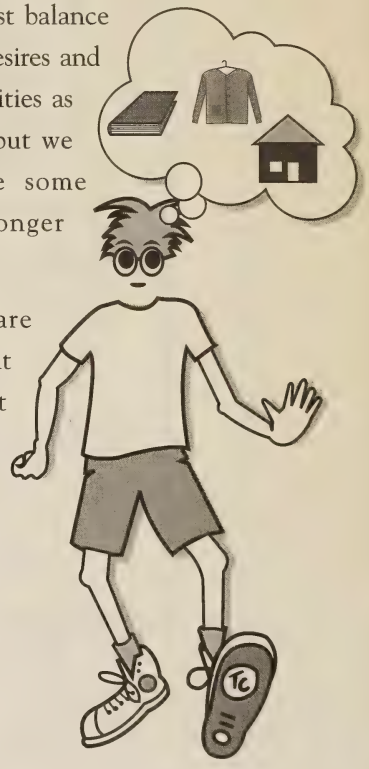
Needs are often similar to values. But they include other things as well.

Examples:

- I need to be home with my kids after school.
- I need to stay in my home town near my relatives.

Each of us must balance our personal desires and our responsibilities as best we can, but we will still see some needs as stronger than others.

What needs are most important to you right now?



My strongest needs

_____

_____

_____

When you are choosing an occupation, you must pay attention to your needs.

Example

Your skills and interests may fit into the "manual or practical" group. But you may have a strong personal need to do something in a "social helping" field of work. Maybe you can put your occupational group and your need together. For example, you could drive a bus for people with disabilities.

Question number four below will help you decide if an occupation will meet your needs.

Question number four: Will this occupation meet my needs?

This list of questions is about personal needs. You may have more questions. Please add them in and answer them.

I am doing research on this occupation: _____

1. Will I make enough money doing this work? _____
2. Will I be happy doing this work? _____
3. Will I be learning and growing if I do this work? _____
4. Do I feel that this work is worthwhile? _____
5. Will this work affect my home life? _____
6. Will this work put stress on my family? _____

   Can we handle the stress? _____
7. Will this work affect my relationships with friends or family? _____

8. Will I have to move in order to do this work? _____

   Am I able to move? _____

9. Will I have time for my hobbies and other interests if I do this work?

   _____

10. My own special needs are: _____

    _____

    _____

    _____

Does this occupation match most of my personal needs?

yes ❒ no ❒

Do I want this occupation?

yes ❒ maybe ❒ no ❒

Am I still interested?

You have finished the detailed research on the occupation you've been studying. It is now time to stop for a while.

Make a list of all the good and not so good things about this occupation. That way you can put the most important facts into a summary.

Summary

Occupation: _____

Good	Not so good

After you finish your summary, it is time to repeat the detailed research, this time for another occupation. Go back to your short list on page 68 and pick a different occupation. Then repeat questions three and four.

After you have researched your occupational choices, and talked them over with your counsellor, you still have to think about your choices and decide.

Which occupation will I go for?

Write the name of your final occupational choice here:

My chosen occupation

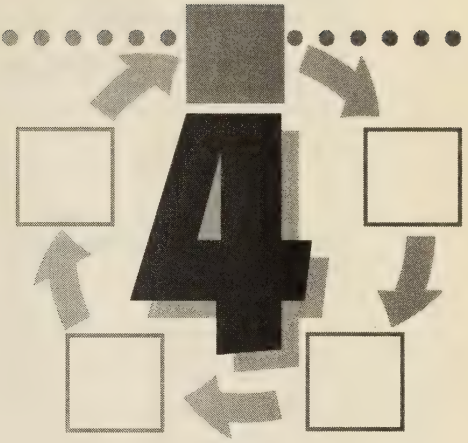
.....

.....

You've made your choice. Great! Now it's time to make your decision come true.

Step Four:

What do I need to do now?



- What requirements must I meet so that I can work in my chosen occupation?
- Where do I stand now?

Now you have **stopped** and **looked** at your life. You have **found out** many things about yourself and the world of work. And you have **thought** about your career choices and made a **decision**.

My chosen occupation

.....

.....

You've come a long way.

Now that you have made your decision, it's time to **plan** how to reach your goal. Then you have to **act** on your plan.

Workers in most occupations need to meet **four types of requirements**.

These are described in the next couple of pages.

What requirements must I meet so that I can work in my chosen occupation?

My chosen occupation is .....

1. Educational requirements

For most occupations you need a minimum level of education or schooling. Some require a university education. For others it may be Grade 12 or Grade 10.

What education level does it require? .....

2. Training requirements

For many occupations you have to take special training or courses even after you meet the educational requirement. This is true even if you go to university.

Some examples are the many trades through the apprenticeship program, such as carpentry or plumbing, and the special types of training taken by heavy equipment operators and other skilled workers.

Some companies or businesses offer their own training — such as training for salespeople.

When you researched your occupation in **Step Three**, did you find that it requires any special training?

yes ❒ no ❒

If yes, what is it called? .....

Where do you take it? .....

.....

3. Special requirements

Even if you have met the general educational and training requirements, some occupations require even more from you.

Some occupations require you to have your own tools. Others require you to own a car. Some require a special talent or physical ability. Artists, musicians and actors all require special talents. Many occupations expect you to pass a physical fitness test.

Does the occupation that you chose require anything special?

yes ❒ no ❒

If yes, what does it require? .....

.....

.....

4. Specific job requirements

Employers in some occupations may need workers who can meet specific job requirements. Perhaps their employees must be willing to travel, to work shifts, to be "on call" at times, or to wear special uniforms, for example.

You, too, may have specific job needs. You may, for example, need a job that leaves you free in the evenings, a job that you can get to by bus, or a job that pays you enough to provide for your family.

Does the occupation you chose have specific job requirements?

yes ❒ no ❒

If yes, what are the requirements? .....

.....

.....

Where do I stand now?

1. Do you meet the **educational requirements** for the occupation that you have chosen?

yes ❒ no ❒

If **no**, see the book *The Education and Training Planner.**

If **yes**, move to the next question.

2. Do you meet the **training requirements** for your occupation?

yes ❒ no ❒

If **no**, see the book *The Education and Training Planner.**

If **yes**, move to the next question.

3. Do you meet the **special requirements** for your occupation?

yes ❒ no ❒

If **no**, see a career counsellor at your nearest career centre for help.

If **yes**, move to the next question.

4. Do you meet the **specific job requirements** in your occupation?

yes ❒ no ❒

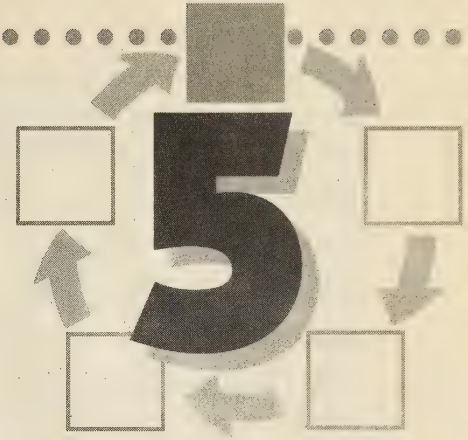
If **no**, see a career counsellor at your nearest career centre.

If **yes**, see a career counsellor or read books like the *Job Seekers' Handbook** to help you get started on your job search.

*You can get a copy of this book from your nearest career centre or by phoning the Career Information Hotline.

Step Five:

What actions will I take?



- How do I set up an action plan?
- Don't let problems stop you!

How do I set up an action plan?

An action plan is a way of recording what you need to do to reach your goal. It is also a way of keeping yourself on track.

Remember Joe and how he planned to make changes when he could no longer work in construction. Joe put together an action plan to help him reach his goal of becoming a forestry worker.

Here is a part of Joe's action plan.

Action	Date	✓
Make an appointment to see a counsellor	May 12	✓
Make an appointment to see my doctor	May 30	
Phone the college for information on the forestry worker program	June 2	

Now it is your turn.

Think of what you must do to reach your goal and make a list. Be sure that you also name the date by which you will have each item on your list done. Do you need to meet with a career counsellor? Do you need to find out which schools offer the training you want? Write down all the tasks you must do, and give yourself a deadline for each one.

Check off each step as you finish it. If you change your plan, write down the changes.

My action Plan

action	date	✔

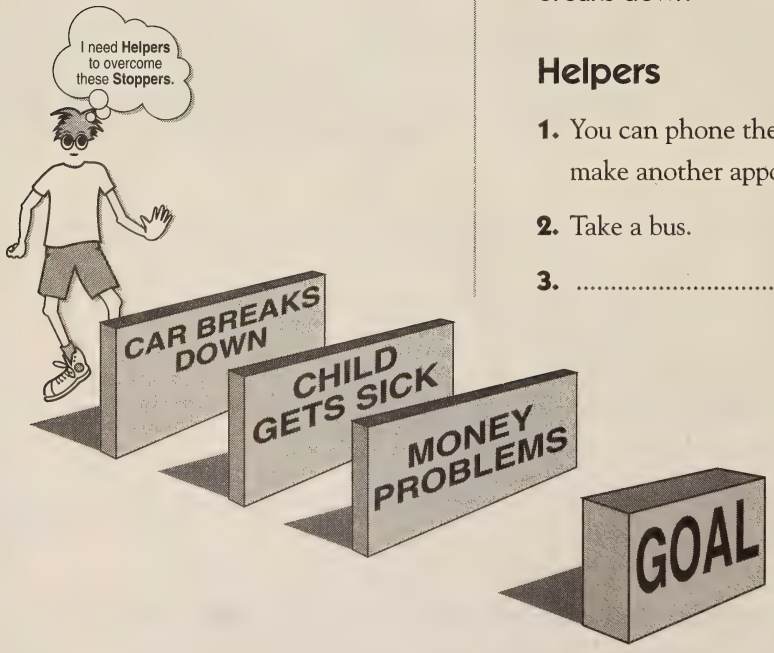
Don't let problems stop you!

You've gone through all the work to decide on an occupation. You even have an action plan. Super!!

However, when you least expect them, problems might come up to make it hard to reach your goal. We call these **stoppers**.

Examples of possible stoppers:

- your car breaks down
- your child gets sick
- you have money problems.



It's important to think of ways to get around problems that may come up as you try to reach your goal.

Ways to get around stoppers are called **helpers**. For each stopper, there is usually more than one possible helper.

Here's an example of two possible helpers for one of the stoppers. Can you think of a third helper for this problem? Write it on the third line.

Stopper

You are on your way to meet your career counsellor and your car breaks down

Helpers

1. You can phone the counsellor and make another appointment.
2. Take a bus.
3. .....

Let's try another one. What two other **helpers** could overcome this **stopper**?

Stopper

Your child gets ill and you have to go to class.

Helpers

1. A family member babysits.

2. .....

3. .....

What were some of your stoppers in the past?

What helpers helped you overcome each one?

Write them down here.

Stopper

.....

.....

.....

.....

Helpers

1. .....

2. .....

3. .....

Stopper

.....

.....

.....

.....

Helpers

1. .....

2. .....

3. .....

Now think of your occupational goal. There might be several things that could come up and discourage you. For every **stopper** that you have, there will usually be at least one **helper**.

Write down some of your possible stoppers and possible helpers here.

Stopper

.....

.....

.....

.....

Helpers

1. .....

2. .....

3. .....

Stopper

.....

.....

.....

.....

Helpers

1. .....

2. .....

3. .....

Stopper

.....

.....

.....

.....

Helpers

1. .....

2. .....

3. .....

Stopper

.....

.....

.....

.....

Helpers

1. .....

2. .....

3. .....

So always remember...

On the road of life, when something gets in your way:

Don't worry...

Just use the five steps you've learned to help you look at your options and make a decision.

Step 1: What am I doing right now?

Take a break and check out the problem.

Step 2: What do I need to know?

Look at the possibilities.

Step 3: What are my best choices?

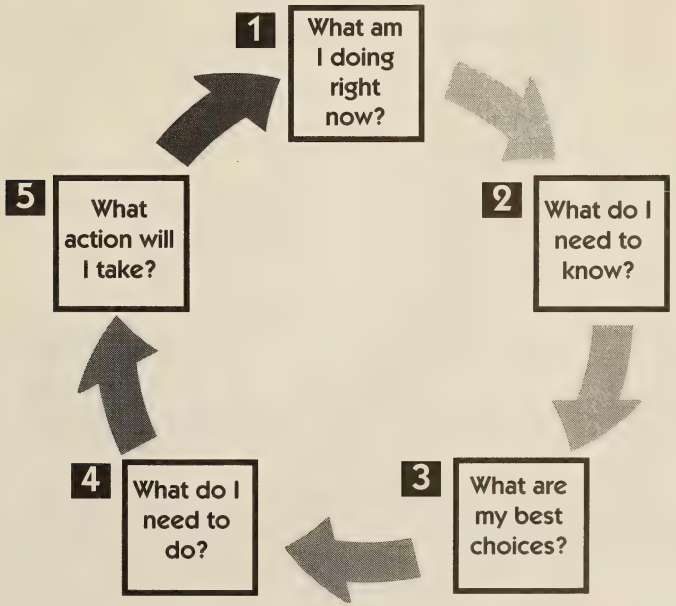
Get some information and advice.

Step 4: What do I need to do?

Think about what to do.

Step 5: What action will I take?

Do it.



Notes

We'd like to hear from you ...

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The Career Planner

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.....

.....

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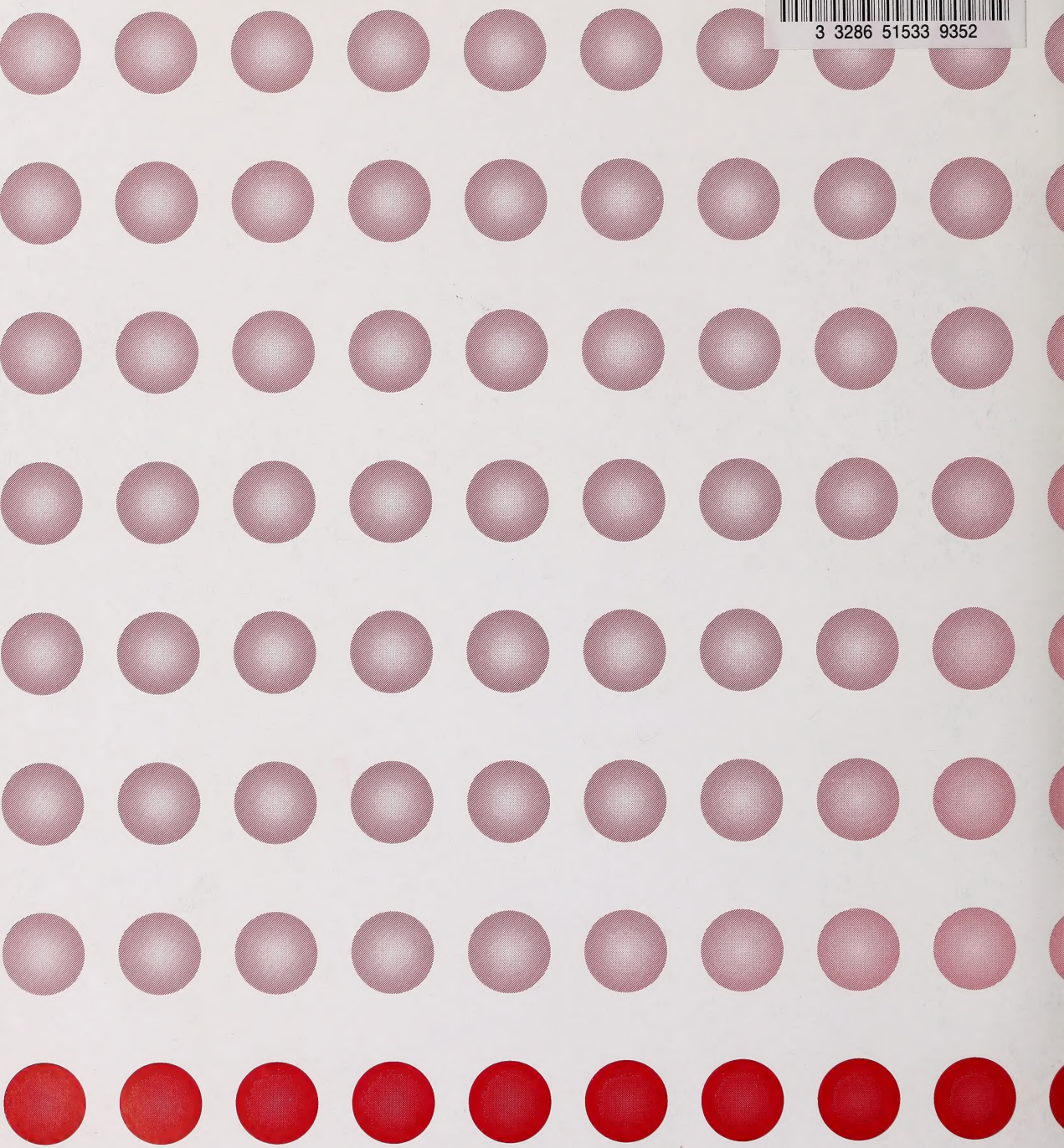

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